

## **IDAHO PARK AND RECREATION BOARD MEETING**

**January 21-22, 2004**

IDPR Headquarters

Boise, Idaho

Chairman Ernest Lombard convened the quarterly board meeting at 1:12 pm on January 21<sup>st</sup> in the Summit Conference Room in the IDPR Headquarters in Boise, Idaho with the following board members attending:

Ernest J. Lombard, Chairman, Eagle  
Robert M. Haakenson, Vice-Chairman, Hayden Lake  
Jean McDevitt, Member, Pocatello  
Randall Rice, Member, Moscow  
Latham Williams, Member, Ketchum

Also present during all or a portion of the meeting were the following individuals:

Rick Collignon, Director  
Jan Johns, Administrative Assistant  
Dan Shrillia Senior Financial Specialist  
Rick Cummins, Administrator, Division of Management Services  
Dean Sangrey, Administrator, Division of Operations  
Steve Frost, South Region Manager  
David White, North Region Manager  
Garth Taylor, East Region Manager  
Myron Johnson, Development Bureau Chief  
C. Nicholas Crema, Deputy Attorney General, Natural Resources Division  
Chuck Wells, Trails Program Supervisor  
Mike McElhatton, Park Manager Hells Gate State Park  
Jane Wright, Financial Officer  
Kathryn Hampton, Volunteer Service Coordinator  
Betsy Johnson, Human Resource Officer  
Jenn Couture, Communication Program Manager  
Rick Just, Outdoor Recreation Data Center Coordinator  
Corby Christenson, Boating Program Supervisor  
Frank Achana, Human Dimensions Researcher  
Rod Knopp, Boating Program Supervisor, Boise County Sheriff Dept.  
Doug Landwehr, Bayview Chamber of Commerce  
Bruce Schuld, Department of Environmental Quality  
Mark Elsbree, the Conservation Fund  
Scott Nichols, Idaho Department of Lands

### **01:52 AGENDA**

Chairman Lombard asked for any additions or deletions to the published agenda. Director Collignon asked to add one new item to the agenda, the Ashton Tetonia Trails Advisory Committee Annual Report, December 31, 2003, and one corrected agenda item of the Legislative rules of the IDPR Board Policy.

**04:29 Ms. McDevitt motioned to accept both additions to the published agenda. Mr. Haakenson seconded the motion. The Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

**A G E N D A**  
**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
**Quarterly Board Meeting**  
**January 21-22, 2004**  
**IDPR Headquarters**  
Boise, Idaho

**January 21st, 2004**

**CALL TO ORDER:**

1:12 p.m.

**WELCOME:**

Introduce Guests - Chairman Ernest Lombard

**AGENDA:**

Additions or deletions to the printed agenda

**APPROVAL OF MINUTES:**

November 4-5, 2003

**Staff Presentations to the Board:**

**Old Business**

1:15 p.m. Park YTD Attendance Revenue Report

Dean Sangrey

1:41 p.m. Development Project Status Myron Johnson

2:01 p.m. Fee Implementation Campaign Jennifer Couture

2:15 p.m. SCORPT Public Involvement Process

Rick Just

2:26 p.m. Volunteer Report for 2003 Kathryn Hampton

**BREAK**

3:05 p.m.

3:23 p.m. Public Forum

3:54 p.m. Quarterly Financial Report Jane Wright

**ACTION ITEMS:**

**EXECUTIVE SESSION:**

4:20 p.m. Executive Session Under authority of Idaho Code 67-2345  
Sub-section C an executive session may be held to discuss  
personnel, acquisition of private lands, and/or litigation

6:40 p.m. Recess

7:00 p.m. Working Dinner at the Grove Hotel

**January 22nd, 2004**

8:20 a.m. JFAC Hearing Capitol Building Room #328

10:30 a.m. Call to order

**ACTION ITEMS CONT.**

11:03 a.m. OHV Accident Report and Proposal

Chuck Wells

11:20 a.m. Commercial Use Permits Dean Sangrey

11:30 a.m. Board Policy Extra Vehicle Entry Charge

Dean Sangrey

11:32 a.m. Board Policy Tax Exempt Vehicle Charge

Dean Sangrey

11:37 a.m. Farragut Campground Planning David White

11:45 a.m. Farragut Natural Resource Plan\_Over Lays  
David White

**LUNCH**

1:15 p.m. Shakespeare Festival Event Facility

2:30 p.m. Board Policy Update Rick Cummins

2:52 p.m. Advisory Committee Rule Changes

Brian Miller

3:01 p.m. Ashton Tetonia Trails Advisory Committee Annual  
Report, December 32, 2003

3:21 p.m. Replacement of Advisory Committee Nominees  
Chuck Wells

3:30 p.m. Heyburn Cottage Site Appraisals David White

3:38 p.m. Naming of the Hells Gate Visitor Center  
David White

3:49 p.m. Jack O'Connor Hunting Heritage Education Center  
David White

3:58 p.m. Equipment Lease Agreement Proposal  
Chuck Wells

**BREAK**

4:40 p.m.

4:48 p.m. IDAPA Temporary Permit Rule Change  
Myron Johnson

5:10 p.m. Attorney General's Report Nick Krema

5:16 p.m. Director's Report Director Collignon

5:37 p.m.

**ADJOURNMENT:**

**THE BOARD**

**MISSION:** To promote the general welfare and enhance the quality of life for present and future generations by developing and protecting, where needed, the state's significant natural and cultural heritage. To promote the appropriate use of recreation as a means of enriching society and the wholesome enjoyment of life. To provide a balance between individual rights and what is best for the common good. To educate and lead people to a part of the natural world. To touch the lives of all Idahoans in some positive way. To work with other agencies and groups who are interested in the goals we may have in common. To maintain close contact with constituent concerns and represent their needs to the department. To be visionary in providing policy, direction, and leadership to staff. To advocate adequate funding for the agency's activities.

- (1) This is the final agenda. Copies of the agenda will be available at the Idaho Department of Parks & Recreation, 5657 Warm Springs Avenue, Boise, Idaho. The agenda can also be found on the Department Website ([www.idahoparks.org](http://www.idahoparks.org)) If you have questions or would like to arrange auxiliary aids or services for persons with disabilities, please contact the Department Administrator of Management Services at 208-334-4199. Accommodations for auxiliary aids or services must be made no less than five (5) working days in advance of the meeting.
- (2) The Consent Agenda addresses routine items the board may approve without discussion. An item may be moved from this agenda area to another at the request of the Board.
- (3) The Action Items address policy and program. Items the Board may wish to discuss prior to making a formal recommendation or decision. An item may be moved from this agenda area to another at the request of the Board.
- (4) The Director's Report provides information only. An item may be moved from this agenda area to another at the request of the Board.

**04:45 Approval of the Minutes of the November 6<sup>th</sup>, 2003 Quarterly Board Meeting**

Chairman Lombard called for a motion to approve the minutes of the November 6, 2003 Quarterly Board meeting as presented.

**05:04 Mr. Haakenson moved that the August 4<sup>th</sup>-5<sup>th</sup>, 2003 Board minutes be approved. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair asked for a vote on the motion. All votes were cast in the affirmative with the exception of Mr. Williams who abstained as he was not present at the meeting. Motion passed.**

**03:45 Park Year-to-Date (YTD) Attendance Revenue Report**

Mr. Sangrey presented the Board members with a spreadsheet that showed updated comparative figures for the years 2002 and 2003 (*see Attachment 1*). Park attendance has continued to be very strong through the fourth quarter. Statewide comparisons show an 11% increase in attendance over 2002 figures and a 17% increase since 2001. The solid growth in attendance figures is also reflected in the total YTD camper units registered for the period, showing a healthy increase of 11.97%, which is an increase of 5,888 registered camper units over 2002 camping season.

Discussion followed.

Mr. Sangrey discussed the continuing efforts the Visitation Review Workgroup to complete an assessment of current methods used by the parks to determine visitor numbers. This detailed review will establish a consistent method of counting attendance throughout the system in 2004.

The reporting component of the Department's new Campground Management System will become fully operational in 2004, which will also improve the timeliness of attendance reporting.

Mr. Williams requested that Mr. Sangrey report back to the Board in the coming year with both the actual park revenue figures and what the revenue would have been (approximately) had the fee increases not gone into effect.

Discussion followed.

Director Collignon asked for the indulgences of the Board while the workgroup continues to resolve the issues of the accurate attendance reporting.

Discussion followed.

Mr. Sangrey said that the Visitation Review Workgroup would have an updated overview for the next Board meeting.

---

### **30:18 Development Project Status**

Mr. Johnson discussed that the Farragut State Park Lakeview RV Campground Project has been delayed. The public input on where the new campground will be built has been taken into consideration. Mr. Johnson said that his staff felt very positive on the groundwork that has been set. However, the staff is behind in developing plans and specifications but will be able to move rapidly once the Board has given staff direction.

Old Mission Visitor's Center, the contracting firm, Architects West, has made presentations to the project committee. At the last meeting with the tribe, the tribe requested that the Visitor's Center exterior be designed as a lodge while the interior plans of the center stays the same.

Glade Creek Camp located in Lolo Pass has an overlook that will be improved in the summer. The Development staff has applied for a matching grant to assist in funding. The grant should be awarded by March 15<sup>th</sup>, 2004 and Mr. Johnson will bring back more information about this grant at the next Board meeting.

At Hells Gate State Park, 25% of the construction of the new Lewis and Clark Discovery Center has been completed. Completion of this project is set for mid-May. The Development staff applied for \$150,000 grant for the interpretive section of the building.

A traffic flow circulation at Ponderosa State park is being studied as well as identifying where the new visitor center is going to be located.

A group was selected at Lake Cascade State Park to start the plans and preliminary engineering for Lake Cascade Marina. Mr. Johnson noted that the reservoir is not being lowered as the Idaho Department of Fish and Game had originally planned. Consequently, the marina will have to be built with water in the lake.

IDPR headquarters is in transition of moving the South region office to headquarters and building a new entrance and lobby area. A three bay storage building will be built on the east side of the existing garage on the headquarters' property.

A bid for the Bear Lake Beach Camp Ground will go out in January 2004. At the next Board meeting, Mr. Johnson will have the numbers available and hopes to begin the project in late spring.

In August and September, the Historic Preservation School will be conducting sessions at Harriman State Park. Mr. Johnson would like to have the Board join the Executive Session of the Historic Preservation School on the weekend of Labor Day.

All camper cabins except for Hells Gate State Park are on the ground and in use at this time. At Hells Gate State Park, the staff is waiting for approval from the Land and Water Conservation to move forward to place eight cabins. This approval should arrive within the week. The next group of camper cabins, approximately eight to ten, will be placed in the Ponderosa State Park or Lake Cascade State Park area.

---

#### **49.25 Fee Package Implementation Materials and Information Campaign**

Ms. Couture gave the Board an update on the communication efforts that have been undertaken to inform the public about IDPR's new fee schedule. The goal and objectives of the fee campaign was to make internal and external public awareness about the changes to IDPR's fee structure. Produced with staff insight and recommendations, a complete fee implementation package has been crafted and is currently being implemented. The package contains several tools, designed for use within park offices and at self-collection sites such as entrance signage, self-collection station payment instructions, fee calculation charts, re-designed fee collection envelopes, park specific site maps and a complete six month informational campaign. The communication staff also worked to gain positive media coverage about the changes to the fee structure. Ms. Couture noted that the parks will be surveyed in early summer to sample the effectiveness of the fee implementation package in order to establish a baseline for improvement and a thorough study of the campaign efficiency will take place in the fall of 2004.

Discussion followed.

---

#### **1:13:52 SCORPT Public Involvement Meetings**

Mr. Just presented the Board with the annual SCORPT report as well as the 2003 Score Card. Mr. Just shared with the Board that he had suggested that the National Park Service (NPS) that SCORPT could also have a Score Card to track the NPS performance accomplishments. This idea has now been accepted by NPS and has asked Mr. Just to speak to NPS about performance measures and annual Score Card at a national conference in May.

Mr. Just discussed what would take place next with SCORPT and IDPR. One of the most important components of SCORPT planning is the open project selection process. In order to rank community projects according to community need, IDPR must make a special effort to determine the need. Data Center staff along with regional staff will begin a series of 44 public involvement meetings. A public meeting per county and, if necessary, two meetings for larger counties will be conducted over the next nine months. The public will be encouraged to share their outdoor recreational needs as well as share issues that they feel are important. Mr. Just issued an invitation to the Board members to participate in these public meetings. The IDPR website will also be used for comments from the public. At the same time, the Data Center will be conducting focus group sessions on outdoor recreation needs and issues with recreation providers in each region. Once the information has been gathered from the public meetings, the website and recreation provider focus groups, the Data Center staff will create a survey that is

specific to each county. This survey will be mailed out and enable the Data Center to rank the importance of particular kinds of project requests for each county. The ranking will play an important part in determining which project gets a Land and Water Conservation Fund grant. In addition, this information will be shared with other IDPR grant committee assisting them with decision-making process.

Mr. Just concluded his presentation by introducing Dr. Frank Achuna who specializes in scientifically valid research and is a full time staff member of the IDPR Outdoor Data Center. In the past, IDPR has had to depend on other agencies or private vendors to gather and interrupt the data IDPR needed. Dr. Achuna will be conducting the research discussed previously. Dr. Achuna received his masters from the University of Idaho and his PHD from Perdue University.

---

#### **1:29:23 Volunteer Program Update**

Ms. Hampton reported that 10% of IDPR work force came from volunteers in 2003, equaling almost 54,000 hours of volunteer time donated by individuals and groups representing 25 full time employees. The volunteer program is in its fifth year of productivity. 21 of the state parks are reporting hours for 2003 and five of the IDPR programs have volunteers assisting. These volunteers work under a signed agreement with IDPR.

The Development Bureau and park staff is making a concerted effort to upgrade and/or build additional premium volunteer sites with water, sewer, and electrical hookups. Currently, the Department has 41 sites that are specifically for volunteers.

In 2004, parks and programs have requested 80 volunteer positions of which IDPR has 250 applicants.

Discussion followed.

---

#### **2:10:59 Public Forum**

Mr. Landwehr, President of the Bayview Commerce, read a letter from Mr. Gary McDonald, resident of Bayview and owner of the MacDonald Hudson Bay Resort. Mr. MacDonald's letter expressed concern regarding the location of the proposed Farragut campground. Mr. Landwehr requested that the Board consider other locations for the proposed campground at Farragut State Park. He also requested that a long-range plan be created with the assistance of the citizens from the Bayview community.

Mr. Haakenson inquired whether or not Mr. Landwehr had ever seen the original Master plan of Farragut State Park. Mr. Landwehr stated that he had never seen it (the plan).

Mr. Williams asked Mr. Landwehr about why there seemed to be so many objections. Mr. Landwehr responded that the opposition has resulted from the location of the campground although the business owners of Bayview were looking forward to working with IDPR but that the long-term effects for the location for the proposed campground is the biggest concern and that the proposed RV campground area should be designated as day use area only.

Discussion followed.

---

**2:40:55** Mr. Haakenson asked the Chairman to discuss the annual report of the Ashton to Tetonia Trail. Mr. Taylor explained that the report is created for the annual presentation at JFAC. (*see Attachment 2*)

Discussion followed.

**2:42:09 Mr. Haakenson moved to accept annual report of the Ashton to Tetonia Trail. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**2:42:57 Fiscal Year 2004 First Half Financial Statements**

Ms. Wright presented to the Board with a copy of the IDPR Fiscal Year 2004 1<sup>st</sup> Half Financial Statements as of December 31, 2003. Ms. Wright discussed the financial status by the three divisions: Management Services, Operations Division and Capitol Division.

Management Services

- *Personnel:* the overall percentage of personnel obligated is 44% compared to 44% last fiscal year for the same time period. Given no unexpected reductions in appropriations, expenditures are in line with the agency's appropriation and projections.
- *Operating:* At 49% obligated at midyear, expenditures are in alignment with the appropriation.
- *Capital:* Replacement vehicles for headquarters motor pool have been ordered. Computer replacement needs will be assessed in the second half of the fiscal year.
- *Trustee & Benefits:* As grants are approved by the Board and awarded, funds are expended or encumbered. At the end of the second quarter, expenditures and encumbrances appear to be in alignment.

Operations Services

- *Personnel:* At the end of the second quarter, 48.96% and 53.11% of the funding is obligated in the General (0001) and the Park & Recreation Fund (0234) respectively. Comparing total personnel expended to appropriation for all funds, expenditures are within 3% of last fiscal year for the same time period. The General Fund personnel appropriation and expenditures are predominantly classified personnel while the Park & Recreation Fund is allocated for seasonal salaries.
- *Operating:* Overall, operating is 45.18% obligated, at the end of the second quarter compared to 46.27% last fiscal year for the same time period. However, expenditures in the Motorbike Fund, 0250.04, are 11% above last year's expenditures at this time. Operating expenditures for the Trail of the Coeur d'Alenes are 64% higher. Allocations may have to be adjusted to meet program needs through the end of the fiscal year.
- *Capital:* Expenditures in capital are 36% under what they were last year at the end of the 2<sup>nd</sup> quarter. However, snow groomers were purchased the first of January. As a result, capitol expenditures in Operations are now at 67% obligated.

### Capital Projects

*Capital:* Appropriated amounts include prior year carryovers. This Division has two years spending authority because of the time required to complete construction projects. At the end of the first half, only 5.24% of the funds appropriated are obligated for projects.

As cash becomes available in the Enterprise Fund and Park Land Trust Fund planned projects can move forward.

Discussion followed.

**3:28:30 Mr. Haakenson moved that the Board approve the Fiscal Year 2004 1<sup>st</sup> Half Financial Statements as of December 31, 2003 as presented by staff. Mr. Williams seconded the motion. The Chair asked for further discussion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**3:29:30 Mr. Haakenson moved that the Board adjourn the meeting for the day and reconvene the following day and under authority of Idaho Code 67-2345 Sub-section C move into an executive session to discuss personnel, acquisition of private lands, and/or litigation. Ms. McDevitt seconded the motion. The Chair asked for further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed. The Chair asked for a roll call. Mr. Haakenson voted aye. Mr. Rice voted aye. Ms. McDevitt voted aye. Mr. Williams voted aye. The Chair voted aye.**

**Mr. Haakenson moved out of Executive Session and into regular session. Ms. McDevitt seconded the motion. The Chair asked for further discussion. Hearing none, the Chair called for a vote on the motion. All votes were cast in the affirmative and Chairman Lombard declared the meeting out of Executive Session and back into regular session. No decisions or actions were taken.**

---

January 22<sup>nd</sup>, 2004

**:01 Chairman called the meeting to order.**

**:05 Mr. Haakenson referring to the discussion of the previous day's Executive session, moved to share the cost of \$9,300 for the appraisal of Bayhorse Mining Area with the Conservation Fund. Mr. Rice seconded the motion.**

**Chairman Lombard shared his belief that the partnerships between the state agencies as well as the monies available to assist in cleaning up the Bayhorse Mining area will cast a positive light positive spin on the negative aspects of Idaho's mining to the environment. By acquiring Bayhorse Mining Area, this will also be a tremendous benefit for the citizens of Idaho as well as enabling IDPR to tell the complete story of the Yankee Fork Mining Area including the dredge, the ghost town of Custer and Bonanza. This particular regional historical mining display would be the only type in the world.**

**Mr. Williams requested that in instructing staff to move forward in the purchasing of the Bayhorse Mining property, that any offer made to the current owner be structured in such a way that the price would be reduced by the amount of dollars required to do the clean up**



of the site. Mr. Williams stated that he disagreed with going forth with the purchase of the Bayhorse Mining area, as he did not believe that this was the right place for IDPR to invest its time, money and energy.

Ms. McDevitt stated that she also agreed with Mr. Williams. She shared her concern that the agency would be “locked in” and would not be able to “back out” or if IDPR makes the purchase of Bayhorse Mining Area, the agency would have to move forward before funds were established as well as staff time would be occupied on development plans when there are other pressing needs that required to be focused on.

**11:30 Hearing no more discussion, the Chair called for a vote on the motion. Mr. Haakenson and Mr. Rice voted in the affirmative. Ms. McDevitt and Mr. Williams voted in the negative. The Chair voted in the affirmative.**

Chairman Lombard asked Director Collignon to share his conversation with the Board that he had with Board member Hancey regarding the Bayhorse Mining acquisition. Director Collignon shared that Mr. Hancey believes that the project is worth appraising but wants to make sure that the Department creates an operational plan to support it.

Director Collignon said that Bayhorse Mining Area had been top priority of the Department for a number of years but had not yet been able to invest any time or energy into a conceptual operating plan. Director Collignon said that he would bring back an operational plan as well as the results of the analyses.

**14:01 Mr. Haakenson moved to direct IDPR to retain of the Department of Environmental Quality as our agent and contractor in site contamination investigation and to partner with the Department of Lands in this investigation. Funding for the investigation is authorized from the Park Land Trust account resource fund and the Board directs IDPR staff to include funds extended on environmental investigation and cleanup as part of the negotiated value of the property. Mr. Rice seconded the motion. The Chair asked for further discussion on the motion.**

Mr. Williams requested a clarification on the motion regarding any limits on dollars that might be required especially as there are potential partners to share the cost assessment but there are no actual partners committed at this time. Should partners not become available, was the intent of this motion to fund the entire assessment whether IDPR had partners or not and if so to what level/maximum?

Mr. Haakenson responded that he believed the representatives from the Department of Environmental Quality and the Department of Land that met with the Board in the previous day’s Executive Session wanted to partner with IDPR.

Director Collignon stated that there is approximately \$75,000 left in the IDPR’s budget for resource management projects this year. The Director asked the Board to commit the \$75,000.

Mr. Williams asked that the motion presented by Mr. Haakenson not to include spending authority towards Bayhorse Mining Area until the IDPR spring board meeting of which time staff would be able to confirm that costs and partnerships.

**Mr. Haakenson amended his motion to give IDPR the authorization to negotiate with other agencies.**

**Discussion followed.**

**22:42 The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. Mr. Haakenson voted in the affirmative. Mr. Rice voted in the affirmative. Ms. McDevitt voted in the negative. Mr. Williams voted in the negative. Chairman Lombard voted in the affirmative. Motion passed.**

---

**22:48 Ms McDevitt moved that the Board direct staff to pursue the purchase of a site for an administrative building and storage building for equipment for Bear Lake State Park. Mr. Haakenson seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**23:34 OHV Accident Report and Requirements**

Mr. Wells stated that due to the increasing amount of Off-Highway Vehicle (OHV) accidents in Idaho and nationwide, the IDPR OHV Program has been gathering information from accidents in Idaho for the last year as well as surrounding states regarding their respective requirements for OHV use on public lands. This information is being used to guide the department on what is being done to address the issues in other states and to identify ways to mitigate some of those accidents (*see Attachment 3*). The results of this information showed that ATV fatalities in Idaho are in line with national statistics, but they are three times higher per 100,000 vehicles than for boats, and five times higher than for snowmobiles. In Idaho, the number of fatalities per 100,000 ATVs and motorbikes combined was eleven. Eleven of the twelve fatalities recorded in Idaho in 2003 were rollovers. Anecdotal evidence seems to suggest that ATV riders go without helmets much more often than motorbike riders. Many of those who ride full-size ATVs are under 16 years of age. The industry cautions that youngsters should not ride full-size machines, but those warnings often go unheeded.

Mr. Wells shared the successes of the boating education program. A well-funded, ongoing program of education and enforcement has resulted in a dramatic reduction in boating fatalities over the years. Recreational boating fatalities have gone down from a 1,418 nationally in 1970, to 681 in 2001, according to the National Transportation Safety Board. At the same time, recreational boating registrations increased from 5 million to more than 12 million.

Mr. Wells requested that the Board move to accept staff recommendations based on information gathered, it appears that the Department should move immediately forward with the implementation of the OHV component of the new Outdoor Education Program. Staff is also proposing to conduct a series of statewide public input and focus group meetings to gather information on possible OHV operating regulations to be brought back to the Board for consideration at the spring board meeting. If the Board supports this action, staff will immediately prepare draft rules addressing the following requirements:

- minimum age
- helmet requirements for operators and passengers under 18
- a reduction in noise limitations
- a requirement for all registered OHVs to operate on roads
- trails or areas designated for OHV use

- a three-strikes regulation whereby the Department would pull the OHV registration for one year for any OHV involved in three OHV violations
- assess public support for a mandatory education program for OHV operators

Discussion followed.

**43:20 Mr. Williams moved to approve staff's recommendation as submitted. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion.**

**Chairman Lombard said that user education would be a perfect opportunity to get all the messages across to the public, not only safety but also appropriate use that goes along with safety.**

**Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

#### **55:06 Farragut Campground Proposal**

Mr. White presented an overview of the list of improvements that have taken place at Farragut State Park. The directions for development activities are provided as follows:

- Comprehensive planning is accomplished through Statewide Comprehensive Outdoor Recreation and Tourism Plan (SCORTP). SCORTP recommends that IDPR needs to provide for a full range of opportunities as well as provide additional access for recreational opportunities.
- Long range planning is provided by the strategic plan IDPR Horizons, the Score Card (IDPR Board Strategic Plan Initiatives) recommends that IDPR provide a range of opportunities and adequate recreational resources. The agency's Score Card directly stated that IDPR was to provide 200 campsites per year as well as enhance the state park's trail systems.
- Master plan guidelines are to set forth and form the basis from which detail plans and specifications for actual park development operation are prepared. Currently, Farragut State Park has a general development plan, which meets the purpose set forth in the master plan guideline. In this development plan, it identifies that Farragut State Park as a regional recreation park to provide a variety of opportunities.
- Park classification helps focus the IDPR planning and development management on a particular park based upon its classification. Farragut State Park is classified as a recreation park. A recreation park is to provide access and be adaptable to a wide-range of intense outdoor usage for a large number of people.
- Resource designation segregates a park based upon various factors to determined suitability for development and use. Farragut State Park general development plan identifies land use intensity zones, which basically adhere to what the resource designations are required.
- Park user statistics are to survey registration numbers. These surveys have been done through SCORPT as well as in park surveys.
- Public input meeting have been held to learn more of the needs for development.

Mr. White discussed the camper number statistics for Farragut State Park (*see Attachment 4*). Based on the recent state park surveys, the percentage of RV use has increased within Idaho state parks. Approximately 70% of Idaho state park campers are camping out of RVs. Farragut State Park camper numbers (total of individual nights of camping) have increased 25% in the last five years, (not including 2003) from 50,000 to 63,000. 42% of the RVs are longer than 26 feet long.

Concerning the actual Farragut State Park camper unit numbers, (RVs and tents), a 40 % increase has taken place from 12,000 to 17,000. North Idaho registered RVs has a 23% increase since 1993 from 12,000 to 15,000.

Currently, the campsites at Farragut State Park are at Kestrel Nighthawk Redtail (K/N/R) campgrounds provide 78 water and electric sites equaling 42% of the sites in the park. This area is primary for group use but there also some individual sites. Whitetail campground has 73 basic sites and is available for individual camping equaling 34% of the sites in the park. Snowberry campground is for RVs 44 sites, which include water and electricity making up 24% of the sites in the park. The actual occupancy of the Snowberry campground during the summer (July and August), 94% of the sites are full during this time with 100% occupancy over the weekends.

Mr. White noted that Snowberry campground is the only RV campground in Farragut State Park that is available on an individual basis. The campground designed in the 1970's. Based upon today's standards, an RV campsite needs to be 14'x 60' long.

Mr. White presented maps to the Board showing the different sections of the park (*see Attachment 5*). Mr. White pointed out that in B-3 on the maps, the general area of the Locust Grove, the master plan was to create a hundred unit lodge with 20 cabins along with a full scale golf course.

Discussion followed.

Mr. White also discussed the improvement of the trails in Farragut State Park. There is a variance in trails along the shoreline, which Mr. White would like to upgrade to paved trails. Mr. White also would like to link these upgraded trails directly to the town of Bayview.

Public involvement in Farragut State Park began in 2000. A grant was obtained and used to construct and renovate K/N/R campgrounds, adding a third loop and upgrading the other two loops. In 2002, a new campground design was proposed. IDPR received a grant and worked through the design stages and up until recently, there has been no public comment on this proposed campground. In 2003, when the location of the new campground was trying to be determined, IDPR talked with the Bayview citizens and input began to materialize. From 2003 until now, staff have conducted five meetings with the Bayview Chamber of Commerce regarding the proposed campground location and five different articles have been published in local newspapers. In the past three months, IDPR has displayed central drawings both in the park and regional offices. At the public meetings, 15 people attended and IDPR has received 22 written comments regarding the location of the proposed campground.

Based on the RV users, public input and zoning identified within the general master plan, Mr. White presented the following recommendations for Board approval:

- Campground – Mr. White recommended locating the RV campground in the Locust Grove area as a substitute for the resort and cabins that are identified in the general master plan
- Traffic Control – Mr. White asked to establish the visitor's center area as the primary access point for the park and change the others to exit only with gates and extend the road on the point to provide a parking area for walk-ins and bikers.
- Disc Golf – Mr. White asked that the expansion include three eighteen-hole courses determinate upon available funding.

- Picnicking – Mr. White asked to develop the Gilmore area into another day use area and expand picnicking opportunities along the trail.
- Camping Cabins – Mr. White requested to include those cabins in the campground as well as expand other areas considered applicable for cabins.
- Walk-in Camping – Mr. White asked to develop an association with the campground.
- Dump Station – Mr. White asked that the dump station be built by the visitor center.
- Trail System – Mr. White requested to enhance the trail system with new and improved trails.

Discussion followed.

Mr. Rice asked Mr. White to confirm that the Locust Grove day use area would not be eliminated but the anticipated usage of that area closely associated with the new campground would probably change. Mr. White replied that he expected that the use of that specific area would change from the point that the campground would be there. He believed that more use would be associated with the new campground but this area would still be available for large groups. Mr. Rice asked for a clarification on how many camping units would be in the new proposed campground. Mr. White replied that approximately 100 units would be built with funding for 50 for this year.

Discussion followed.

Chairman Lombard inquired on the time frame of a decision made by the Board. Mr. White replied that IDPR staff is in the grant process now. Upon approval of the grant, the building could begin next fiscal year with construction beginning as soon as the design is completed. Should the grant require a specific location in Farragut State Park, the process will be held up until the location is determined.

**2:24:24 Mr. Haakenson moved that Board accept staff recommendations as presented with the understanding that the Locust Grove site needs to be re-evaluated and other options evaluated before moving forward. Ms. McDevitt seconded the motioned. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

#### **2:26:16 Commercial Use Permit**

Mr. Sangrey said that IDPR currently has no agreements in place with any agency including the USFS, BLM or Idaho Outfitters and Guides Association that address or authorize the commercial use through the fees currently paid by licensed outfitters and guides to these organizations. IDAPA 26.01.20.650 clearly prohibits the unauthorized operation of any concession, business or enterprise within lands administered by the Department. Board Policy LEG 1:98 - *Concession Leases in State Parks* clearly specifies that with the exception of small concessions which may be approved by the Director, all concession operations be advertised through a competitive process and the successful bid evaluated and awarded by the Board based on the best combination of service to the public and return to the Department.

Mr. Sangrey asked the Board to approve that all unauthorized licensed outfitters and guides that responded to IDPR inquiries be issued a one-year permit by the Director under the Board Policy provisions for a small concession. The fee for these permits will be 3% of the maximum gross allowed by the Board Policy Small Concession Policy under this provision. 3% of gross revenue is the same fee charged by the USFS and BLM for outfitting activities that occur on federal lands. Based on Policy revisions being recommended for consideration by the Board at this meeting,

this fee would be set at annual fee at \$300.00 per operation. A reporting component will be required which will provide documentation of these activities during the upcoming operational season. This will result in a formal proposal establishing a *Request for Proposals* (RFP) process for the Board to consider. This will be in compliance with our policy requirements and will be presented to the Board for consideration later this year.

Discussion followed.

**2:30:10 Mr. Haakenson moved that the Board approve staff recommendation as presented. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**2:30:53 Board Policy Adjustment – Extra Vehicle Charge**

Mr. Sangrey said that it had become apparent that the new Motor Vehicle Extra Fee (MVEF) requirement for all vehicles entering a park accomplished the same incentive as the \$5.00 extra vehicle charge that had been charged campers in an effort to discourage bringing additional vehicles into the park. If the original intent for implementing an extra vehicle fee was to provide an incentive for helping address vehicle management within the park, then charging the MVEF and eliminating the extra vehicle fee would seem appropriate. To resolve this issue, the Board would need to adjust its Board Approved Fee Schedule to reduce the Extra Vehicle Fee to zero (0). At a later date, if deemed appropriate, a formal amendment of the IDAPA Rule could be pursued. Mr. Sangrey asked that the Board approve a modification of the Board Approved Fee Schedule to reduce the \$5.00 Extra Vehicle Entry Fee to zero (0) with the exception of City of Rocks Natural Reserve.

Discussion followed.

**2:42:11 Ms. McDevitt moved to accept staff recommendation. Mr. Haakenson seconded the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**2:43:48 Board Policy Tax Exempt Vehicle Charge**

Mr. Sangrey said that with fee increases including the increase of the commercial motor coach charge from \$20.00 to \$25.00, staff identified an issue concerning the fee requirements for government or other tax-exempt busses that are used frequently to transport students or other government employees to our parks. Currently, the owners of all motor vehicles are required to purchase and display a valid MVEF before entering a park unit. Mr. Sangrey asked the Board to approve a modification of the Board Approved Fee Schedule to reduce the MVEF to zero (0) for vehicles displaying tax-exempt license plates or operating under contract with a public agency eligible for tax-exempt license plates.

**2:45:43 Ms. McDevitt moved to accept staff's recommendations as presented. Mr. Haakenson seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

#### **2:46:35 Farragut Natural Resource Plans**

Mr. White presented information to the Board regarding the Natural Resource Plan for Farragut State Park. At the November Board meeting, the Farragut Citizen Advisory Committee (CAC) presented the Board their recommendations for managing the natural resources at Farragut State Park. Mr. White presented a compilation of those recommendations as well as IDPR staff recommendations for managing the natural resources. Mr. White showed a series of graphics (*see Attachment 6*) outlining of the Citizen's Advisory Group's recommendations as well as submit a set of recommendations that are acceptable by all parties.

The first steps were to inventory the different types of community plant types that are living within Farragut State Park. These communities included mixed stands and grasslands. There are approximately 326 acres designated lakeshore land of which the (CAC) recommended no logging activities but did not rule out pre-commercial thinning. The next steps taken in the natural resource management plan were to identify from the historical standpoint what plant life would evolve in this area and what plant life would be there naturally. It was determined that most of the park would be in White or Ponderosa pine. The land ownership is in combination with Idaho Department of Idaho Fish and Game (IDFG). These plans are all in agreement with IDFG, CAC and IDPR and have also been shared with the public and have had little opposition. Mr. White presented to the Board the following recommendations for resource management at Farragut State Park:

- thinning of tree species to promote healthy growth of Ponderosa pine restoration (above the designated Lakeshore Land)
- reducing ladder fuels with alternative methods
- harvesting of select trees to promote restoration of White pine and Ponderosa pine in the area between the visitor's center and toward K/N/R.
- planting White and Ponderosa pine seedlings in the thinned out areas as well as the open areas
- direct selling of two to three acres in Snowberry campground as there is an infestation of pine beetle

Mr. White presented an implementation plan to the Board, which includes forming a oversight team consisting of representatives from IDPR, IDFG, Department of Lands and citizens from the area. This team would develop site-specific prescriptions. Public meetings would be held for further input. The prescription would then be finalized and put into effect.

**2:57:25 Ms. McDevitt moved to approve the initial steps to implement the Farragut State Park resource management plan as presented by staff. Mr. Haakenson seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

#### **2:58:12 Board Policy Manual Review**

Mr. Cummins presented the updated version of the Legal section of the Board Policy Manual to the Board (*see Attachment 7*).

Discussion followed.

**Mr. Haakenson moved to approve the changes to the Board Policy Manual as presented by staff. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All**

**votes were cast in the affirmative. Motion passed.**

---

**3:07:15** Mr. Cummins announced his retirement from IDPR in March of 2004.

**2:13:20 Proposed Advisory Committee Changes**

Mr. Miller discussed the inconsistencies of the various grant committees including how they were set up as well as how they were operating. Mr. Miller said that he researched the various IDAPA Rules, Board Policy or statutes that set these committees up and charted the difference and or inconsistency throughout the different committees. Mr. Miller found inconsistencies including:

- the length of terms varied
- the appointing authority differed
- some committees had alternate members while others didn't
- the composition of the various committees was set up differently
- the compensation among the groups was inconsistent

Mr. Miller said that a group of IDPR staff was formed to decide how to correct the inconsistencies. Mr. Miller asked the Board to approve of the group's recommendation to compensate all Advisory Committee members at \$25.00 per business day.

Discussion followed.

**3:22:43 Mr. Haakenson moved to accept staff recommendation for the compensation of an honoraria of \$25.00 per day with the condition that IDPR provide the definition of what is *committee business*. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

Mr. Miller asked the Board to discontinue the practice of employing alternates for the Recreation and Trail Program (RTP) and Off Road Motor Vehicle (ORMV) committees. All alternate positions should be phased out over the next three years.

Discussion followed.

**3:25:42 Mr. Haakenson moved to accept staff recommendation as presented. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

Mr. Miller asked the Board to change all the terms for the Advisory Committee to a three year term. The change would be for alternating years.

**3:29:58 Mr. Haakenson moved to accept staff recommendation to adopted the uniform advisory committee appointment term of office. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

Mr. Miller asked the Board to direct staff to prepare the necessary changes to the Idaho Code and the IDAPA Rules to uniformly allow the Board to appoint Advisory Committee members.



**3:21:33 Mr. Haakenson moved to accept staff recommendation to prepare the necessary changes to the Idaho Code and the IDAPA Rules to uniformly allow the Board to appoint Advisory Committee members. Ms. McDevitt seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

Mr. Miller asked the Board for direction to standardized appointment dates for all of the committee members.

Discussion followed.

The decision was made to begin appointments in August with starting date September 1<sup>st</sup>. No motion was necessary.

**3:38:18 Proposed Advisory Committee Changes**

Mr. Wells requested changes in appointments in the Advisory committee. The RTP equine representative position became vacant as well a position on the snowmobile committee.

**3:45:15 Mr. Williams moved to appoint Darrin Lamb as the representative for ORMV Committee Regions 4-5 Snowmobile and Karen Crosby as the representative for the RTP Statewide Equine. Mr. Haakenson seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**3:46:36 Heyburn Cottage Site Appraisal**

Mr. White shared with the Board that the current Heyburn State Park Cottage Site Lease requires the Department to reappraise the cottage site lease property at five-year intervals. The results of the most current appraisal that began in November 2003 and was just recently completed are compared to the 1998 appraisal and is as follows:

<u>Area</u>	<u>1998 Appraisal</u>	<u>2003 Appraisal</u>
Rocky Point Primary	\$45,000	\$47,500
Rocky Point Secondary	\$24,000	\$25,000
Chatcolet Secondary	\$24,000	\$25,000
Hawleys Landing Primary	\$40,000	\$42,500
Hanson's Haven	\$45,000	\$47,500
Floathome Sites	\$25,000	\$26,000

The above appraisals are based strictly on the lot only. The lot is then reappraised with consideration taken for parking availability, terrain, timber, lot size, view, lot adjacent to parkland or occupied lots. The appraised values on the individual lots now fall within the following range based on their location in the park:

<u>Area</u>	<u>1998 Adjusted Value</u>	<u>2003 Adjusted Value</u>
Rocky Point Primary	\$33,750 to \$51,750	\$35,625 to \$54,625
Rocky Point Secondary	\$22,800 to \$30,000	\$22,500 to \$31,250
Chatcolet Secondary	\$20,400 to \$30,000	\$21,250 to \$31,250
Hawleys Landing Primary	\$36,000 to \$48,000	\$38,250 to \$51,000
Hanson's Haven	\$51,750	\$57,000
Floathome Sites	\$25,000	\$26,000

(no adjustment)

Mr. White asked the Board to approve the reappraised values so that beginning as of January 1, 2005, IDPR can charge the current rate value.

Discussion followed.

**3:55:06 Mr. Haakenson moved to accept staff recommendation to approve the reappraised values. Ms McDevitt seconded the motion. Mr. Williams asked that the “(no adjustment)” notation to the Floathome Sites be struck from the appraisal chart. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**3:57:09 Hells Gate Visitor Center Name**

Mr. White discussed the current construction of the new visitor’s center at Hells Gate State Park and asked that the Board to approve the following name for the center:

“IDAHO LEWIS AND CLARK DISCOVERY CENTER”

Discussion followed.

**4:04:40 Ms. McDevitt moved to adopt “Lewis and Clark Discovery Center” deleting “Idaho” as the official name of Hells Gate State Park new visitor’s center with the building dedicated to the memory Ed Williams. Mr. Haakenson seconded the motion. The Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**4:05:27 Jack O’Connor Hunting Heritage and Education Center**

Mr. White discussed the Jack O’ Connor Foundation has been trying to obtain a permanent location in Lewiston for the Jack O’Connor collection and has requested to use the old visitor center at Hells Gate State Park. The center would be known as the Jack O’Connor Hunting Heritage and Education Center. Mr. White asked for authorization from the Board to move forward in developing a cooperative agreement with the Jack O’Connor Foundation utilizing the Hells Gates’ old visitor center as the Jack O’Connor Hunting Heritage and Education Center. The proposed agreement will be brought back to the Board for review at the spring meeting before it is finalized.

**4:12:08 Mr. Williams moved to authorize staff to move forward in developing a cooperative agreement with the Jack O’Connor Foundation to utilize Hells Gates’ old visitor center as the Jack O’Connor Hunting Heritage and Education Center. The proposed agreement will be brought back to the Board for review at the spring meeting before it is finalized. Ms. McDevitt seconded the motion. Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

---

**4:13:56 IDPR Vessel Leasing Program Review**

Mr. Wells and Mr. Christenson discussed the vessel-leasing program. Staff has reviewed the program for the leased vessels owned by the department and identified existing problems. The

review highlighted that a number of counties did not include the Department as an additional insured party as required in the lease agreement.

Mr. Christensen further discussed that up until this time, IDPR has funded these vessels 100% out of Waterways Improvement Funds and/or Coast Guard Boat Safety Funds. However, the current procedure has not included a term for the lease or charged a fee for leasing any of the vessels in the program. Additionally, the staff has now determined that insurance coverage issues have made the continuation of the lease program for these vessels a liability exposure for the State. Counties have generally carried the responsibility for maintaining the vessels with funds available to the counties through their vessel registration accounts but because the average age of the 18 vessels currently in the lease program is 14 years, these costs are escalating for the counties.

Discussion followed.

The Boating Program Supervisor of the Boise County Sheriff's Department (BCSD) Sheriff Knopp shared that the BCSD did not have a problem with terminating the leases and putting a value on the equipment and charging the county for that. However, the proposal to terminate the sheriff's leases and allow them to purchase the leased equipment for a total of \$5,600 is acceptable though it represents approximately 25% of their annual boating program budget.

Sheriff Knopp asked the Board to take in consideration the rules of the 50% of the equipments assessed fair market value was not in place at the time of the lease inception and that an amount less than that be considered. An amount as low as 10% at the time of the original award would be sufficient to place title in the name of the county.

Additionally, Sheriff Knopp stated that the 50% match for grant purchased equipment in the future may be difficult to meet and that this rule should not be absolute do to limitations of certain counties where the need is great for equipment but the resources are limited.

Sheriff Knopp said that he was also concerned about new proposal with the lease program requirement for a fee that reflects the amortized value of the property and using monies to pay for a lease with designated grant funds.

Discussion followed.

**5:01:27 Mr. Haakenson moved that staff terminate our lease agreements for the boats listed on submitted list (see Attachment 8) and that the title be turned over to the counties\*\*\*\*\*. Mr. Williams seconded the motion.**

**Discussion followed.**

**Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

**5:26:05 Temporary Permit Rule Change IDAPA 26 Title 01 Chapter 10**

Mr. Johnson requested that the Board approve the changes to IDAPA Rule 26 Title 01 Chapter 10. The purpose of the recommended rule changes is to make processing more efficient and less of a burden to the public or private entities that are providing utility services through park properties. As a part of the rule change, it is necessary for the Board to take formal action approving of the recommended IDPR IDAPA rule (see Attachment 9).

Discussion followed.

**5:32:14 Mr. Williams moved to approve the changes to IDAPA Rule 26 Title 01 Chapter 10 as presented by staff for submission to legislature and IDAPA Rules. Ms. McDevitt seconded the motion. Chair asked for any further discussion on the motion. Hearing no more discussion, the Chair called for a vote on the motion. All votes were cast in the affirmative. Motion passed.**

**5:32:28 Attorney General's Report**

Mr. Krema said IDPR's note with the Nature Conservancy for Box Canyon Natural Reserve expired at the end of 2003, re-licensing with Idaho Power has not yet been accomplished. As a result, Idaho Power extended their note with the Nature Conservancy for another year. Equally, the Nature Conservancy extended the IDPR note out for another year as well. The US Fish and Wildlife and Idaho Power are engaged in active negotiation for additional litigation.

IDPR is moving forward with the transition of Lakeview Village from a mobile home park to a public facility. An itemized checklist of actions that need to be taken has been prepared as individuals seek to denote their mobile homes to the park.

A productive meeting took place with the Idaho Department of Transportation regarding the Lost River Trailway and access to Highway 93.

Mr. Krema discussed the exchange agreement with the National Park Service at Castle Rock State Park. Currently, the status of the exchange agreement is on going. The Regional Director of the National Park Service has received and reviewed the level II environmental assessments. The assessments will now be sent for review to the Washington DC Chief of Lands and the Regional solicitor.

Mr. Krema updated the Board on several litigations that were in process.

Discussion followed.

---

**12:14:08 Director's Report**

The Director discussed the staff development training that is taking place at IDPR. In addition, the Director said that the Policy staff is discussing input that they have received from their respective staff concerning the annual fall meeting. The Director said he would present recommendations to the spring board meeting on how to handle in service training, which will include recommendations for fall annual meeting.

In the legislative update, the Director said the Veteran's had decided to pull their proposal to reduce the percentage of disability request required to qualify for fee waiver and Kootenai County was not going forward with the non-motorized boating proposal.

The Salmon and Challis National Forest Services have responded to the Lost River Recreation Trailways proposal and a meeting will be planned with the new supervisor in the near future. IDPR has yet to receive a response from Bureau of Land Management (BLM). However, BLM is actively reviewing the proposal.

Future meeting dates for the next Board meeting would possibly be April 26<sup>th</sup> and 27<sup>th</sup> with the location in the Magic Valley. Summer meeting will be on August 2<sup>nd</sup> through 4<sup>th</sup> in Cascade.

**At 5:37 p.m. Chairman Lombard officially declared the meeting adjourned.**

---

Ernest J. Lombard, Chairman  
Idaho Dept. of Parks and Recreation Board

---

Dean Sangrey  
and Interim Ex-Officio Member of  
Board

# **ATTACHMENT #1**

## IDPKA1 JENDANCE REPORT

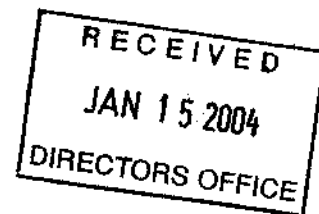
PARK	2002-2003 TOTAL DAY USE/CAMPERS					2002-2003 CAMPER UNITS					2002-2003 REVENUE				
	2002	2003	Inc./Dec.	Change	%	2002	2003	Inc./Dec.	Change	%	2002	2003	Inc./Dec.	Change	%
Priest Lake	47171	55109	7938	16.83		10605	10954	349	3.29		195,502	236,695	41,193	21.07	
Round Lake	74030	70504	-3526	-4.76		3513	3496	-17	-0.48		61,394	65,476	4,082	6.65	
Farragut	212987	205195	-7792	-3.66		16854	17218	364	2.16		338,675	352,659	13,983	4.13	
Old Mission	84932	86599	1667	1.96		0	0	0	0.00		35,436	33,736	(1,700)	-4.80	
Heyburn	155796	206001	50205	32.22		4656	5499	843	18.11		213,039	260,469	47,431	22.26	
CDA Parkway	143540	231531	87991	61.30		77	84	7	9.09		14,900	14,616	(284)	-1.91	
Dworshak	29406	34653	5247	17.84		3342	4215	873	26.12		102,522	130,792	28,270	27.57	
Hells Gate	130919	179589	48670	37.18		9021	10593	1572	17.43		190,196	227,876	37,680	19.81	
Winchester	32329	42908	10579	32.72		4166	4162	-4	-0.10		78,733	91,284	12,551	15.94	
4M	8768	7851	-917	-10.46		97	48	-49	-50.52						
<b>North Reg Total</b>	<b>919878</b>	<b>1119940</b>	<b>200062</b>	<b>21.75</b>		<b>52331</b>	<b>56269</b>	<b>3938</b>	<b>7.53</b>		<b>1,230,398</b>	<b>1,413,604</b>	<b>183,206</b>	<b>14.89</b>	
Ponderosa	190191	205243	15052	7.91		15064	16123	1059	7.03		192,062	327,654	135,591	70.60	
Eagle Island	33217	67235	34018	102.41		0	0	0	0.00		75,956	66,022	(9,934)	-13.08	
Lucky Peak	239189	366827	127638	53.36		0	0	0	0.00		116,783	108,837	(7,946)	-6.80	
Bruneau	88536	93728	5192	5.86		5356	5137	-219	-4.09		107,146	113,428	6,282	5.86	
Three Island	93843	33228	-60615	-64.59		6626	7254	628	9.48		157,064	149,495	(7,569)	-4.82	
Cascade	52004	59504	7500	14.42		7857	8823	966	12.29		94,090	87,944	(6,146)	-6.53	
<b>South Reg Total</b>	<b>696980</b>	<b>825765</b>	<b>128785</b>	<b>18.48</b>		<b>34903</b>	<b>37337</b>	<b>2434</b>	<b>6.97</b>		<b>743,101</b>	<b>853,380</b>	<b>110,279</b>	<b>14.84</b>	
Malad Gorge	53782	50121	-3661	-6.81		0	0	0	0.00		19,038	28,033	8,995	47.25	
Niagra	42027	46145	4118	9.80		0	0	0	0.00						
City of Rocks	75053	85610	10557	14.07		7773	8557	784	10.09		56,639	74,908	18,269	32.25	
Castle Rocks	0	5491	5491	0.00		0	0	0	0.00		22,756	14,617	(8,139)	-35.77	
Lake Walcott	18320	21627	3307	18.05		1357	1355	-2	-0.15		28,229	40,332	12,103	42.87	
Massacre Rocks	125750	72061	-53689	-42.70		3009	2355	-654	-21.73		58,680	62,157	3,477	5.93	
Bear Lake	55405	49826	-5579	-10.07		1820	1889	69	3.79		66,938	63,013	(3,925)	-5.86	
Henry's Lake	25796	20852	-4944	-19.17		4472	3567	-905	-20.24		65,059	58,543	(6,516)	-10.02	
Mesa Falls	74045	80490	6445	8.70		0	0	0	0.00						
Yankee Fork	34899	34093	-806	-2.31		0	0	0	0.00						
Harriman 0496.02	64136	76598	12462	19.43		174	215	41	23.56		126,596	158,257	31,661	25.01	
<b>East Reg Total</b>	<b>569213</b>	<b>542914</b>	<b>-26756</b>	<b>-4.70</b>		<b>18605</b>	<b>17938</b>	<b>-667</b>	<b>-3.59</b>		<b>443,936</b>	<b>499,860</b>	<b>46,929</b>	<b>12.60</b>	
Other											104,266	99,046	(5,219)	-5.01	
<b>Total Attendance</b>	<b>2186071</b>	<b>2488619</b>	<b>302091</b>	<b>13.82</b>		<b>105839</b>	<b>111544</b>	<b>5705</b>	<b>5.39</b>						
<b>Total Revenue</b>											<b>2,521,700</b>	<b>2,865,890</b>	<b>335,195</b>	<b>13.65</b>	

## **ATTACHMENT #2**



DATE: December 31, 2003

TO: Richard J. Collignon, Director  
Ernie Lombard, Chairman, IDPR Board  
Garth Taylor, East Region Field Bureau Chief  
Idaho State Department of Parks & Recreation



### ANNUAL REPORT - 2003

The Ashton/Tetonia Rails-to-Trails Advisory Board met on January 22, 2003 at the Ashton Community Center. Garth Taylor introduced Earl Hamblin of Tetonia as a new Rails-to-Trails board member and members Dale Robson, Steve Hansen, Broc Thompson, and Patricia Sturm were present. Also present was the Trail Ranger, Larry Frederickson.

Garth introduced Wallace Keck from the City of Rocks National Reserve and he presented a slide review and oral presentation on the construction and successful use of the Katy Trail State Park in Missouri.

Some proposed trail rules and temporary permit guidelines were discussed. The present policy provides that any new access crossing permits will be for ten years and then require a permit renewal. Some land owners with potential development property or housing sites needing access via a trail crossing are concerned that this would not be a sufficient length of time and would like to have a lifetime or permanent permit issued. A financial summary was provided to the group listing various funding sources and estimated costs for the development of the trail.

A meeting was scheduled for July 21, 2003 with the Director of IDPR, Rick Collignon, for an update on the architecture and engineering work, but he was not able to attend. The Advisory Board met at the Trails Inn Café in Ashton for lunch and a brief discussion was held concerning the progress of the trail.

There was a meeting scheduled for late fall which had to be cancelled due to conflicting obligations.

Trail Ranger, Larry Frederickson, continues to patrol the trail, monitor the use of the trail and report any vandalism that occurs. There has been a continuous effort to control the weed problems and spread the Flea Beetles for the control of Leafy Spurge. Larry also has observed and reported to landowners unauthorized vehicle intrusion from the trail onto private property.

We, as members of the Rails-to-Trails Advisory Board, look forward to continued opportunities to learn of the progress of the trail development.

Brent Stohl, Chairman

A handwritten signature in cursive script, appearing to read "Brent Stohl".

Dale Robson  
Steve Hansen  
Earl Hamblin

Patricia Sturm, Secretary

A handwritten signature in cursive script, appearing to read "Patricia Sturm".

Broc Thompson  
Laura Allen

# **ATTACHMENT #3**

Idaho Outdoor Recreation Fatalities						
VEHICLE TYPE	1999	2000	2001	2002	2003	Fatalities per 100,000 vehicles (2003)
OHVs	4	4	7	5 <sup>a</sup>	12 <sup>a</sup>	11 <sup>b</sup>
Snowmobiles	3	-	4	4	1	2
Boats (includes rafts)	13	10	9	2	8	3.5 <sup>c</sup>

a. All OHV fatalities in 2002 and 2003 were ATV riders

b. The count of OHVs for this figure included all titled ATVs and all registered motorbikes, 109,018. Title data for motorbikes, which was not used, is highly unreliable because it includes road bikes. Title data for ATVs is more reliable, but does include machines that are no longer in operation.

c. Includes an estimated 150,000 non-registered, human-powered watercraft

Fatalities occurred in other outdoor recreation categories, including cross-country skiing, RV camping, BASE jumping and climbing. They were not included in this chart because they were few (usually no more than 1 per year) and have not historically been compiled. The Outdoor Recreation Data Center began to compile those figures in 2003.

Sources: Idaho Department of Health and Welfare, Bureau of Health Policy and Vital Statistics; Idaho Department of Parks and Recreation, Outdoor Recreation Data Center

<b>2003 Factors in ATV Fatalities</b>										
<b>Date</b>	<b>Cause</b>	<b>County</b>	<b>Age</b>	<b>Gender</b>	<b># on ATV</b>	<b>Helmet</b>	<b>State</b>	<b>Where</b>	<b>Alcohol</b>	<b>Contributing</b>
4/12/03	Rollover	Fremont	30	M	1	Yes	Utah	St. Anthony Dunes	No	Unfamiliar with terrain
4/27/03	Rollover and crush	Kootenai	7	M	2, victim was passenger	Yes	Idaho	Dirt road, private, open to public	Yes	child in front of driver, driver lost control. Inattention, speed
5/9/03	Struck barbed wire fence	Madison	25	F	1	No	Idaho	Dirt road, private	No	Inattention
5/26/03	Went over cliff	Fremont	22	M	1	No	Idaho	St. Anthony Dunes	No	Unfamiliar with terrain
6/19/03	Missed curve, rollover, struck tree	Clearwater	40	M	1	No	Wash.	City or county rd, dirt	Yes	Speed, rain
7/23/03	Rollover into creek, struck head on rock	Bingham	19	M	1	No	Idaho	County rd, dirt	Yes	Night
7/25/03	Rollover on steep terrain, hit head on rock	Fremont	24	M	1	No	Florida	St. Anthony Dunes	No	Unfamiliar with terrain
8/26/03	Three-year-old passenger fatality, no helmet, head injuries	Valley	3	M	2, victim was passenger	No	Idaho	FS road	?	Inattention
8/31/03	Drove over cliff..	Bonner	47	M	1	No	Idaho	County rd, paved	No	Speed, equipment failure, dusk
9/1/03	Rolled trying to avoid posts blocking motorized entrance to Hiawatha Trail.	Shoshone	47	M	2, victim was driver	No	Idaho	FS trail	Yes	Speed, inattention, alcohol, dark (10:30 pm)
10/11/03	Hat blew off, braked hard to retrieve it and flipped.	Valley	51	M	1	No	Idaho	FS gravel road	Yes	Inattention, alcohol
11/8/03	Head injuries	Twin Falls	38	M	1	No	Idaho	County rd, paved	?	Inattention, night time

**Of the 12 fatalities in 2003, 10 involved riders who were not wearing helmets, 11 were rollovers, 5 involved alcohol and 2 victims were under 16 yrs. old. Both fatalities under 16 were passengers, one of which was wearing a helmet. 3 occurred at St. Anthony Sand Dunes, 2 on private roads, 6 on public roads, and 1 on a public trail.**

4/19/2004 1:34 PM

<b>State</b>	<b>Sticker</b>	<b>Age Requirements</b>	<b>Helmet</b>	<b>State Sanctioned Safety Course Required</b>
<b>Idaho</b>	YES	NO	NO	NO
<b>Montana</b>	YES	12	NO	Yes, if they don't have a drivers license
<b>Nevada</b>	NO	NO	NO	NO
<b>Oregon</b>	YES	7	YES if under 18	YES
<b>Utah</b>	YES	8	YES if under 18	Yes, if they don't have a drivers license
<b>Washington</b>	YES	NO	NO	NO
<b>Wyoming</b>	YES	NO	NO	NO

A look at our surrounding states shows that we are somewhere in the middle regarding restrictive OHV regulations. This information is specific to off-road use. Use of OHVs on roads differs significantly.

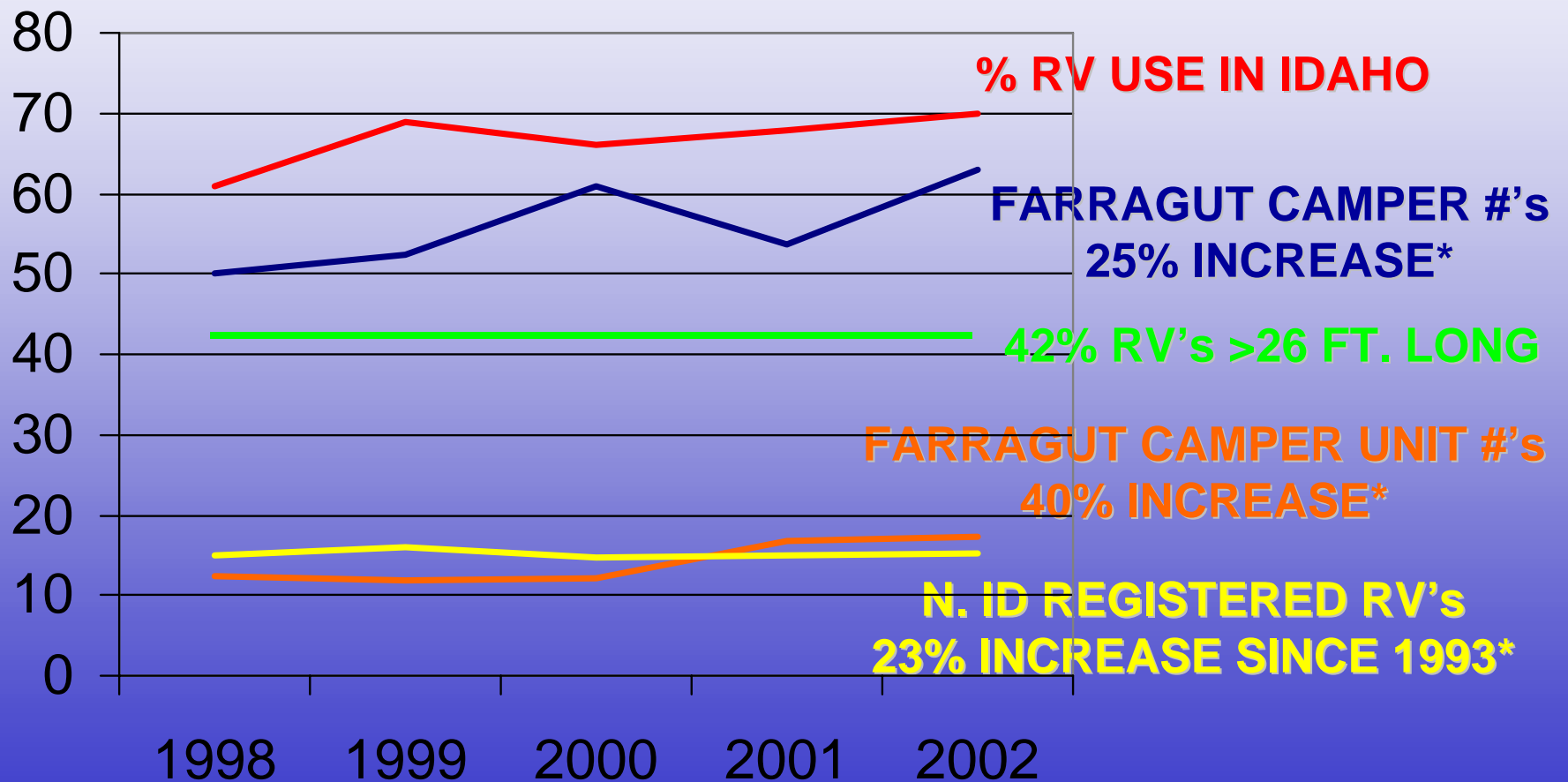
- Of the six surrounding states, only one--Nevada, does not require some type of registration for off-highway use.
- Of the six surrounding states, half--Oregon, Utah, and Montana have age restrictions for OHVs. The age restrictions for those three states are 7, 8, and 12 respectively.
- Of the six surrounding states, only two--Oregon and Utah, require helmets for off-road use. Both of these states require helmets only for those under the age of 18.
- Of the six surrounding states, half--Oregon, Utah, and Montana, offer state-sanctioned education courses.

Some of the surrounding states have other noteworthy specific requirements when utilizing OHVs on public lands.

- No helmet law in Montana—The exception is individuals under the age of 16 riding on roads must wear a helmet.
- In Montana, individuals riding on public roads are required to have an OHV endorsement on their driver's license. The motorcycle endorsement will suffice for a "Dirt Bike" and "ATV", but a 4-wheeler endorsement will not suffice for dirt bikes.
- In Montana, riding with two passengers on an OHV, which is not designed for carrying two passengers, is not legal.
- In Utah, riders cannot ride on USFS or county roads unless they are designated as OHV trails.
- In Oregon, ATV riders under the age of 18 may operate a vehicle without a permit if they are accompanied by someone over the age of 18 who does have a permit or a valid driver's license.

# **ATTACHMENT #4**

# FARRAGUT STATE PARK CAMPER NUMBERS



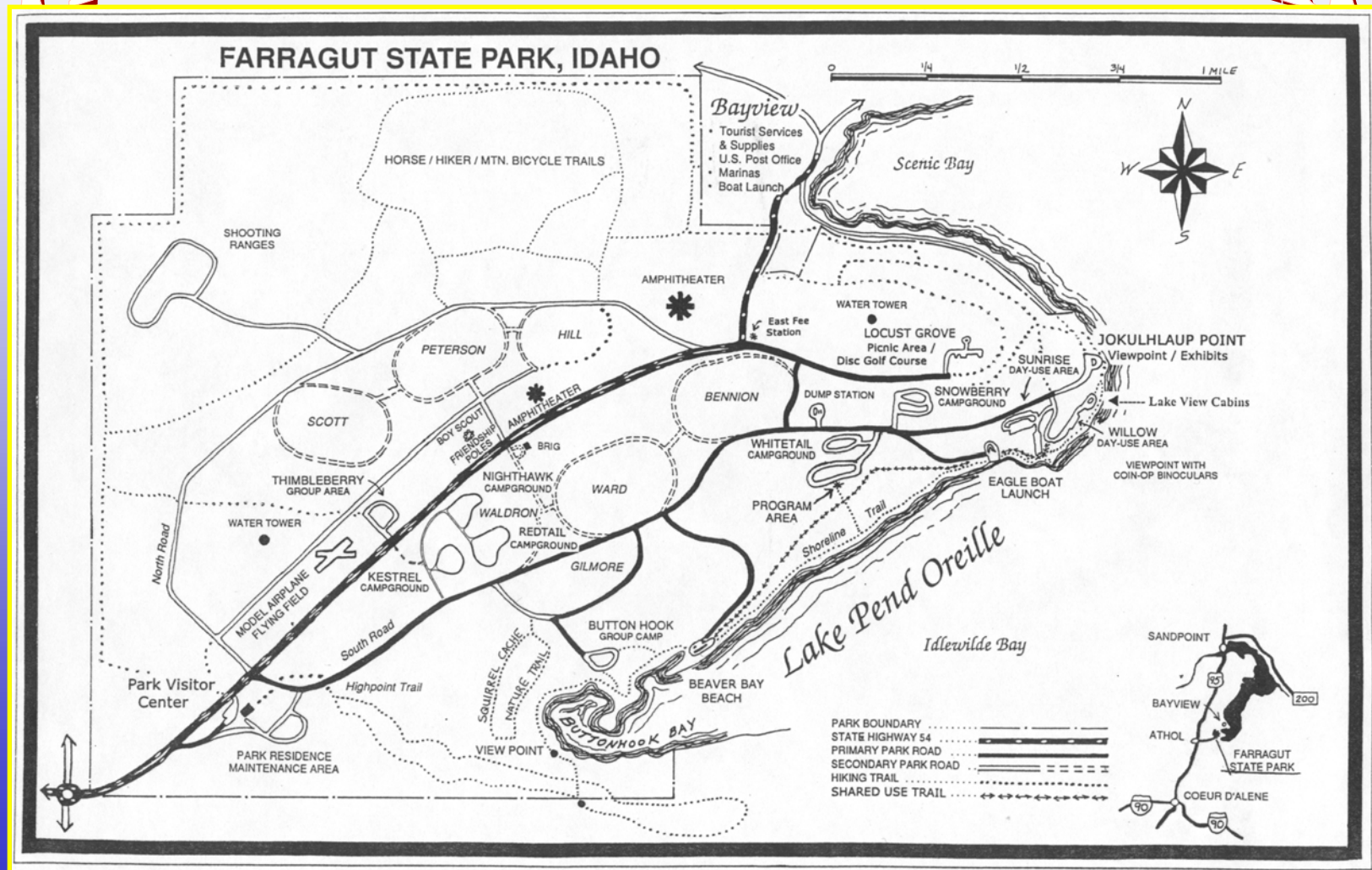
\* CAMPER AND RV #'S ARE IN THOUSANDS

# **ATTACHMENT #5**

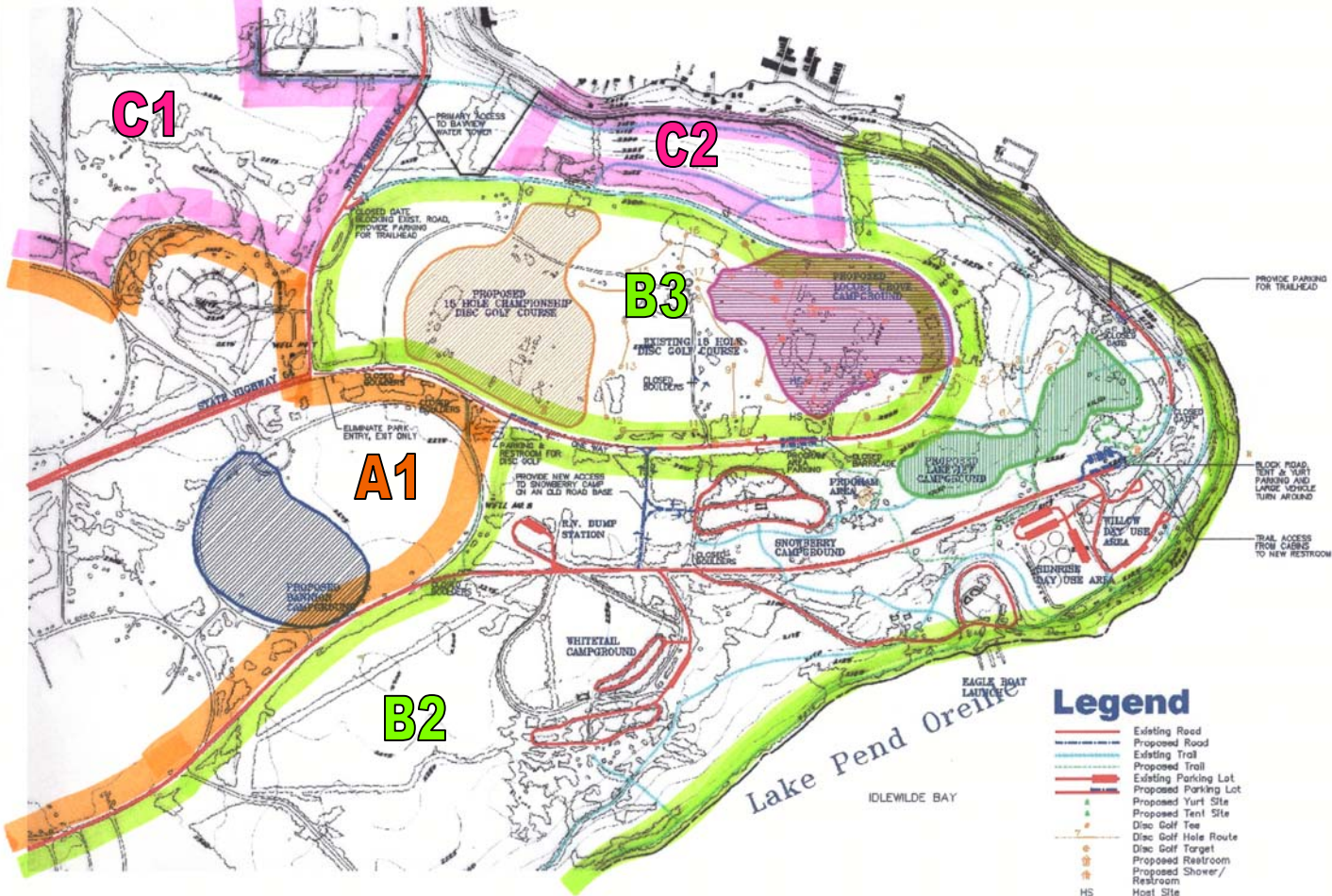


# FARRAGUT STATE PARK

## CURRENT PARK MAP

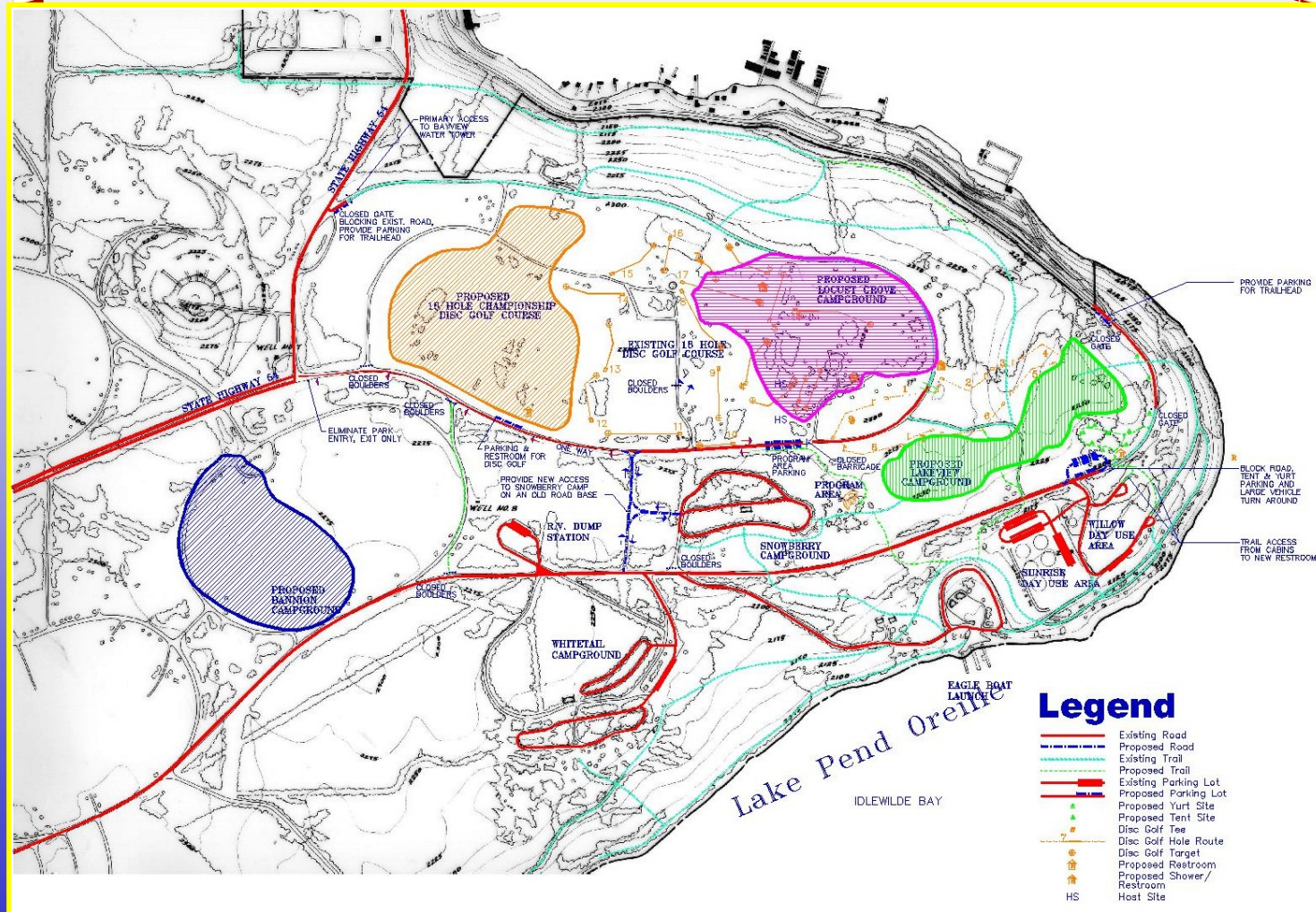


# CG SITE ZONE MAP





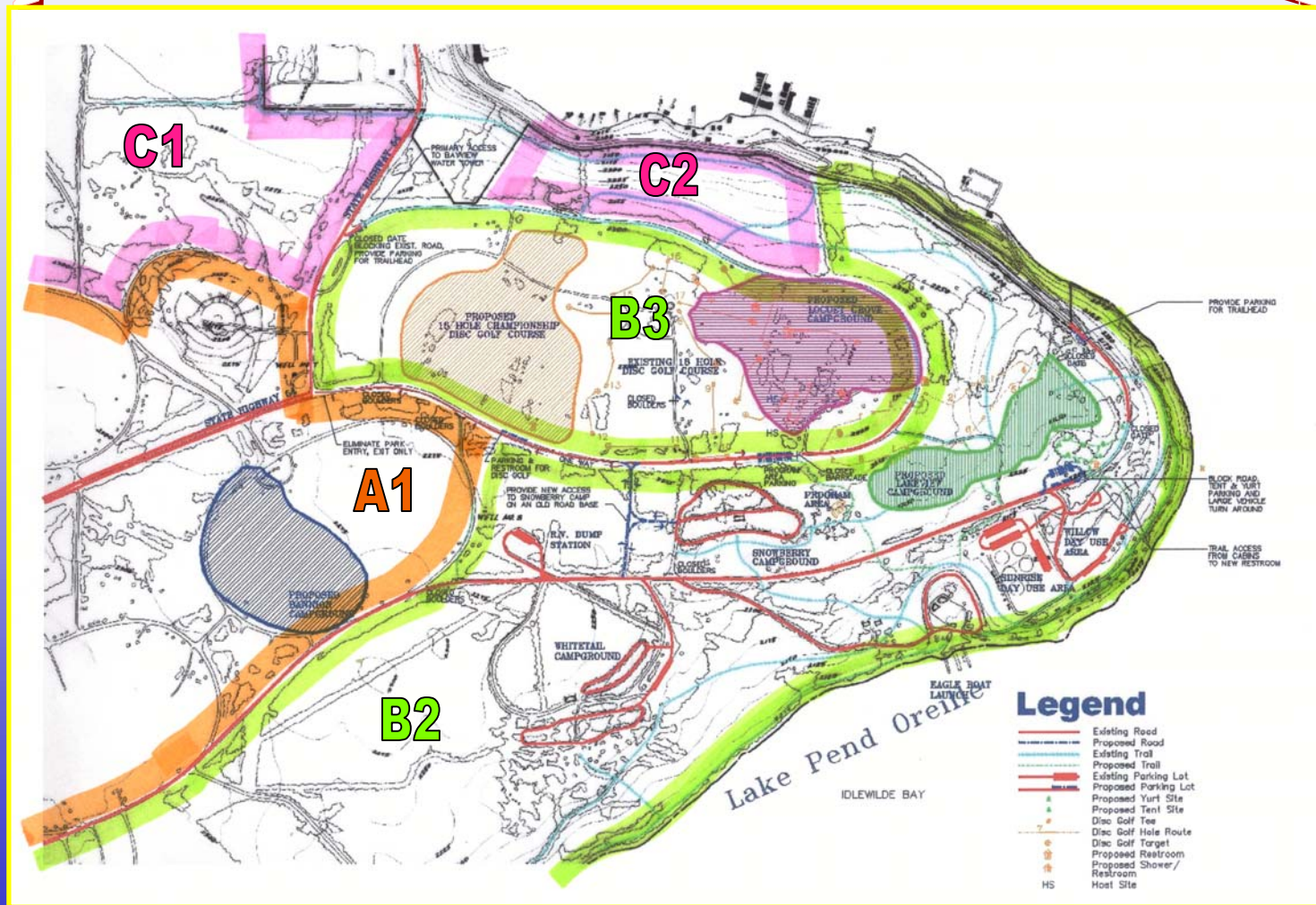
# POTENTIAL CG SITES





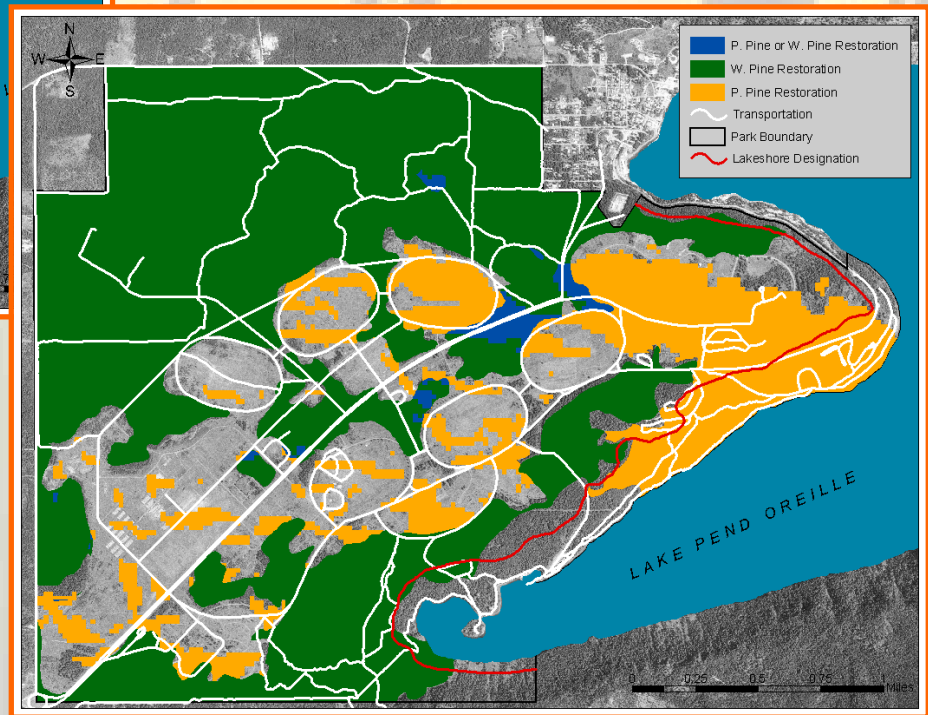
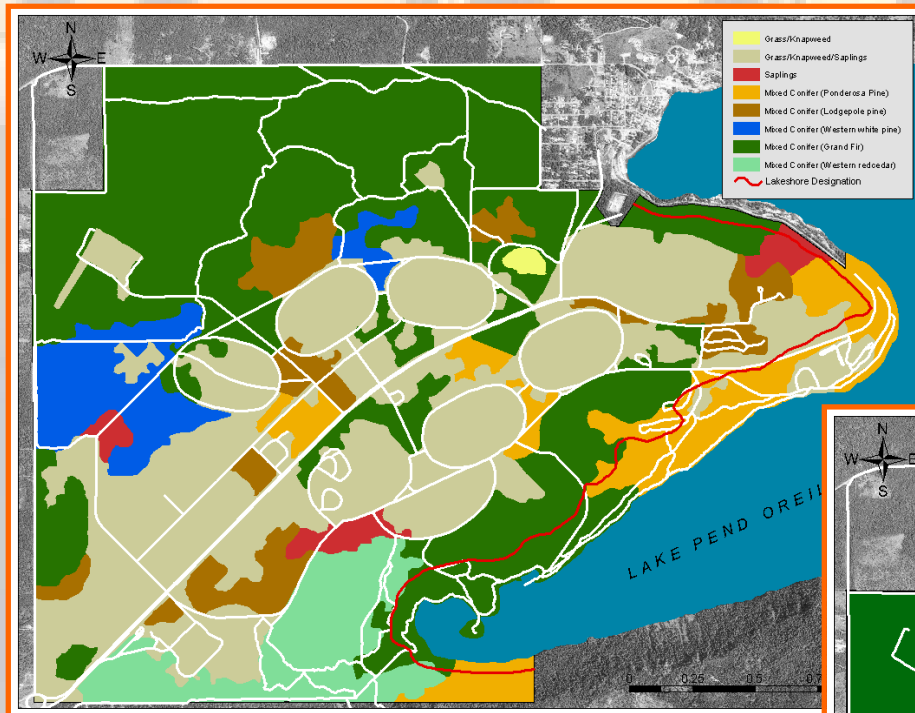
# FARRASTUTS STATE PARK

## CG SITE ZONE MAP



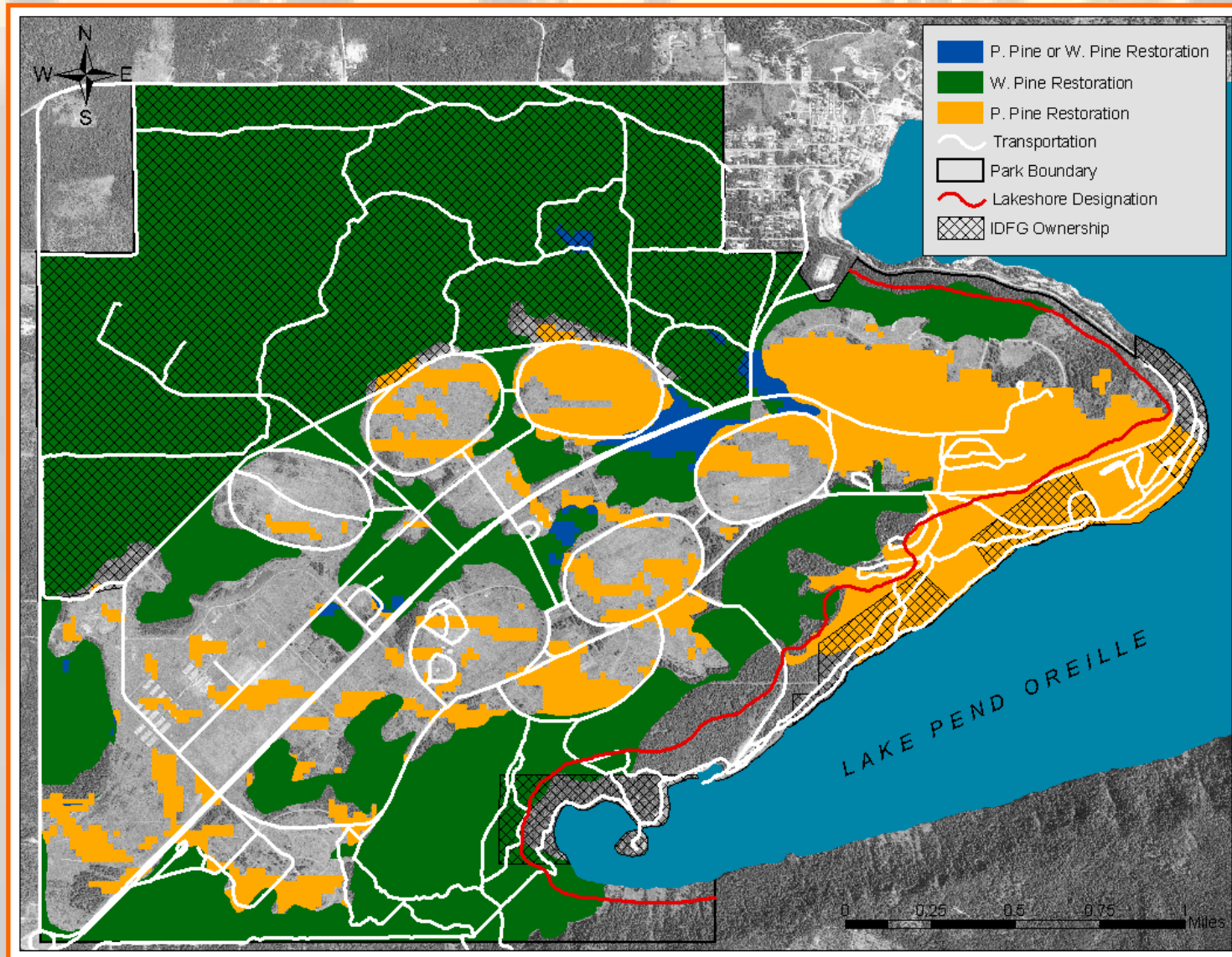
# **ATTACHMENT #6**

# CURRENT/FUTURE COMPARISON

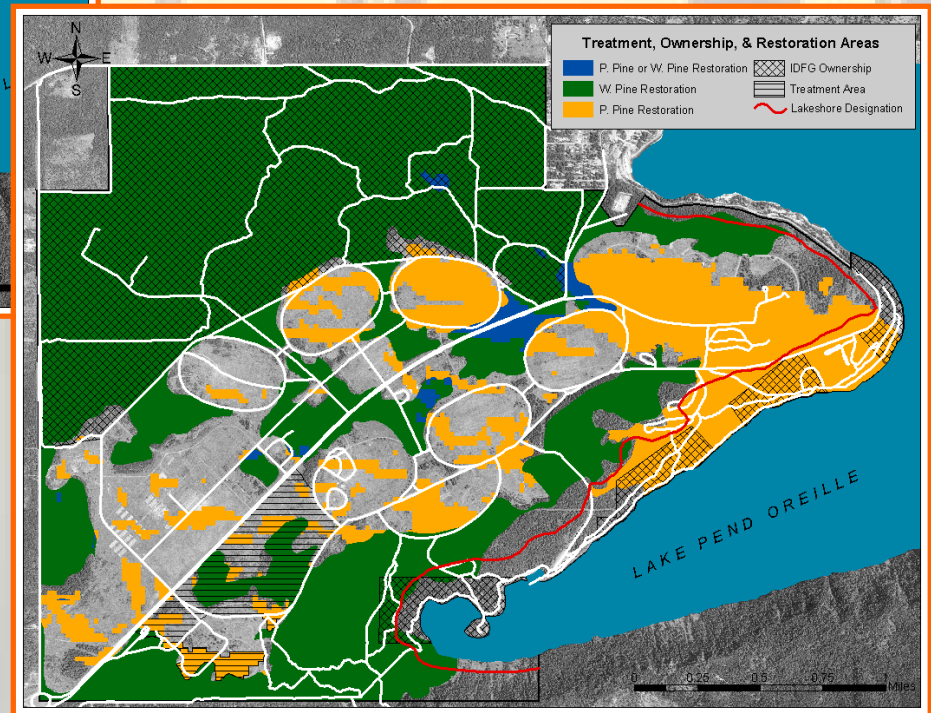
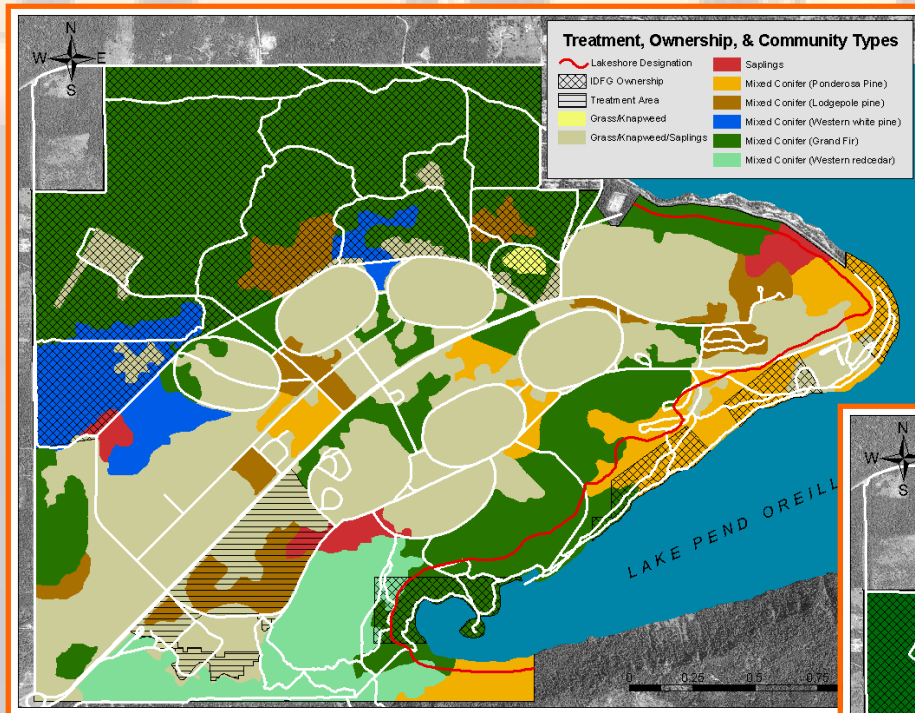




# LAND OWNERSHIP



# PREScription COMPARISON





# **ATTACHMENT #7**

## LEG. 1:98 CONCESSION LEASES IN STATE PARKS

The board shall decide whether to lease or self operate, case by case, based upon, but not limited to, its consideration of the following criteria: the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the department, service to park visitors, availability of qualified and acceptable concessionaires, availability of department staff, volume of business anticipated, availability of start-up capital. The director, or the director's designee, shall seek concessionaires when the board determines that services which the department cannot or chooses not to provide itself should be provided to park visitors.

- I. **Requests for Proposals (RFPs)** – All concessions, except as otherwise provided in paragraph 3, (below), let in state parks will be let only a competitive RFP basis. Concessions shall be awarded to the offerer of the RFP, which in the judgment of the board, provides the best combination of service to the public and return to the department. The best RFP shall not necessarily be the RFP which provides the highest dollar return.

- II. ~~Planning—Existing concessions: The department will develop a master plan for each park. That master plan may include a concession plan.~~

New or proposed concessions: No new concessions will be allowed until the department has made a determination of the need for, and viability of, that concession, ~~and has completed a master plan for the park. That master plan may include a concession plan.~~

- III. **Small Concessions** – The director, or the director's designee, may issue permits without competition for small businesses in state parks for a maximum of one year where there are no permanent structures and the business is not anticipated to gross more than \$~~5~~10,000 per year.

- IV. **Ownership of Concession Facilities** – The department shall plan the development of physical concession facilities in its park master planning process and will request funds from the legislature and other sources to build such facilities as the planning process deems desirable and necessary. Although it shall be the board's policy that the department own the physical facilities in which concessions are operated, the board may, at its discretion, consider on a case-by-case basis, proposals for concessionaire-built-and-owned buildings and other improvements, provided that ownership of those buildings and improvements vest in the department at the end of the term of the lease. In such instances, the director shall specify a depreciation schedule to be used in the event of an early lease termination and buyout by the department.

- V. **Ownership of Existing, Concessionaire-Owned Facilities** – It shall be the policy of the board that the department attempt to purchase existing concessionaire-owned facilities at the end of the terms of their current leases. In the event the department

is unable to purchase such facilities, it shall include in the subsequent lease a procedure by which ownership of those facilities vests in the department at the end of the term of that lease. In the alternative, at the discretion of the director, the department may purchase the concessionaire-owned facilities at a predetermined depreciated value less than total, at the end of the term of that lease.

**VI. Valuation and Ownership of Assigned Concession Facilities** – In the event that a concessionaire-owned facility is transferred to a new concessionaire by an assignment of a concession lease, revisions in the schedule of depreciated value of concession property shall not be made without the written approval of the director of the director's designee.

**VII. Term of Leases** – On department-owned property, leases shall not be issued for a term to exceed 10 years. On department-leased property, leases may be written for a longer term, if, in the judgment of the board, such longer term is necessary and desirable. Such longer term shall only be allowed in extraordinary circumstances. Guidelines for lease terms are:

- A. Concessionaire has little investment, no permanent structures are in place, and the concession is expected to gross less than \$510,000 per year.
- B. Concessionaire has a modest investment in items of removable personal property used in a department-owned facility or is the owner of a facility the ownership of which will vest in the department, or which the department will purchase, at the end of the term of the lease—up to 10 years.
- C. Concessionaire has a significant investment in personal property used in a department-owned facility, or is the owner of a facility, the ownership of which will vest in the department, or which the department will purchase, at the end of the term of the lease on department-leased land—up to 10 years, or longer in exceptional circumstances.

**VIII. Going Concern, Blue Sky, or Business Values of Concession Operations** – Since all concession operations are dependent upon a valid lease from the department, whenever possible the lease shall contain language that reflects the Idaho Park and Recreation Board's policy of not recognizing going-concern, goodwill, blue sky, business values, trade name, or other intangible property in its purchase of concessionaire-owned property either during or at the end of the term of a lease.

**IX. Inspection of Concession Facilities** – All concession operations and all records and physical property shall be subject to regular inspection by department staff at any reasonable time of the department's selection. Except in emergencies, the department shall provide reasonable notice before such inspection.

## **X. Standard Provisions of Concession Leases**

- A. **Required and Optional Services and Activities Specifically Prohibited** – Each lease shall contain a listing of required services that must be provided to the public by the concessionaire and optional services that may be provided. Leases shall prohibit the provision of additional services without written approval of the department.
- B. **Rental, Gross Receipts, Methods of Accounting** – Leases may contain a provision that allows for the periodic review and revision of the percentage of gross profits due the department. Rentals shall be calculated on the basis of a percentage of gross receipts for all commercial activities occurring on the entire leased property, whether or not they are directly generated by the operation of that concession. Leases shall provide for a standard system of record keeping and accounting to the department so that it may properly audit each concession to determine whether the proper rental is being paid. All concessionaires shall be required to keep, among any other records such as the department shall require:
1. A continuous cash register tape of all sales transactions
  2. Sales journal
  3. A cash disbursements journal
  4. A general ledger

All records shall be kept in accordance with generally accepted accounting principles.

- C. **Exclusiveness Policy** – Each lease shall contain a provision that will grant the concessionaire exclusive right to conduct requires services within the specified concession boundaries. Each lease shall also contain a clause that specifically informs the concessionaire that he does not have an exclusive right to provide non-required services or any concession service whatsoever outside the specified concession boundaries. Concession boundaries shall be specified in each lease.
- D. **Renewal** – Each lease shall contain a provision that the department will not grant the lessee the automatic right to renew the term of the lease for an additional period upon its expiration. However, a concessionaire may be granted a first right to accept a new lease under such new terms and conditions as the department may then prescribe. The department shall retain the option to self-operate a concession at the end of the term of any lease, however.
- E. **Quality of Service and Control of Rates and Charges** – Leases shall contain a provision that grants the director of the department, or the director's designee, the right to approve the prices and rates for goods sold or services rendered upon the concession premises. The director of the department, or the director's designee, shall not approve unreasonable or inappropriate rates.

- F. **Maintenance, Improvements, Repairs, Alterations or Damage** – Leases shall allow the director, or the director's designee, to approve or disapprove any physical improvements, alteration, or additions to the concession facilities. Concessionaires shall be responsible for required maintenance and repairs, including such structural maintenance specified in the lease. If the concessionaire fails in his duty to perform maintenance re repairs, the department may perform them at the concessionaire's expense. Such repairs may be paid for from the concessionaire's repair and maintenance fund or, if that fund should contain insufficient money, be billed to the concessionaire for payment from his other funds.
- G. **Comprehensive Insurance Coverage and Hold-Harmless Clause** – Each concession lease shall contain adequate provisions for comprehensive insurance of the premises. Each concession lease shall contain a provision that the concessionaire will indemnify, hold harmless and defend the department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.
- H. **Incorporation of Plans and Agreements** – The concession plan, park master plan, lease with a third-party landowner, and/or management agreement for each park shall be incorporated by reference into the lease.
- I. **Breach** – Leases shall provide that the director, or the director's designee, may terminate them when it is determined that the manner and operation of the concession does not satisfy the requirements of the lease, or if the concessionaire is in breach of any other term of the lease.
- J. **Assignment Policy** – Leases shall require the written consent and approval of the board prior to assignment. In its consideration of a proposed assignment, the board shall determine that the assignee is qualified and capable of providing acceptable service to the public and operating the concession in any acceptable manner, but shall not unreasonably deny assignment. Leases may allow the department to share in any increase in value of a lease when it is sold or assigned. The department may collect ten percent (10%) of the assignment price minus the value of the concessionaire's hard assets to be transferred to the assignee. Leases shall prohibit subleasing of all or any portion of the concession in any manner whatsoever.
- K. **Buy-Out Provision During Term of Lease** – Leases shall allow the department, at its option, to purchase concession facilities at a specified depreciated value for a date of early termination before the end of the anticipated term of the lease, which occurs for any reason other than the concessionaire's breach of the lease. In the event that a lease is terminated due to a breach by the concessionaire, the department may, at its election, take

ownership of concessionaire's personal property or require the concessionaire to remove that property at his expense.

- L. **Disposition of Property Upon Termination of the Lease** – Leases shall specify the method of disposition of all concessionaire-owned property at the end of the term of the lease. Leases shall normally provide that ownership of such property vest in the department. Leases may provide that certain classes of property be otherwise disposed of, however that the department purchase it by means of an agreed upon method of valuation, that it be offered for sale to a successor concessionaire, or that the concessionaire remove it at his own expense. Such election shall be at the sole discretion of the department at the time of the execution of the lease.
- M. **Bonds** – All concessionaires shall file and maintain continuing performance bonds in value sufficient to recompense the department for potential revenue losses resulting from concessionaire's failure to perform. For the first year of a concession operation, such bonds shall be for the amount of that year's estimated rental payment to the department, as stated in concessionaire's RFP. For all future years, that amount shall be the amount of the prior year's rental payment to the department. All concessionaires performing any building activity shall provide the department with a construction bond in the amount of the anticipated cost of construction.
- N. **Repair and Maintenance Fund** – All leases which involve buildings or other physical facilities shall contain provision for a repair and maintenance fund into which a specified percentage of concessionaire's annual gross revenue shall be deposited. While this fund shall remain concessionaire's property, it shall be accounted for separately from concessionaire's other funds and may only be spent with the consent and approval of the department and will be accessible to the department on demand in the event concessionaire fails to maintain the concession facilities as specified in the lease.

**LEG. 5:77 CONCESSIONS – SALE OF ALCOHOLIC BEVERAGES** – The sale of alcoholic beverages within the boundaries of units of Idaho's state parks is generally not compatible with park use. The board may consider the sale of alcoholic beverages under concession contract entered into with persons, firms or corporations within units of Idaho's state parks in accordance with the following criteria:

- I. Sale of beer for off-premise consumption may be considered at grocery and camper supply concessions. Sale of beer in glass containers is expressly prohibited.
- II. Sale of alcoholic beverages for on-premise consumption may be considered at restaurant concessions in connection with the sale of bona fide meals served and consumed in the restaurant facilities of the concessionaire.

- III. In the absence of a finding by the board to the contrary, all concession contracts providing for the sale of food, merchandise, and/or beverages shall contain the following standard language:

“The sale of liquor, beer, or other alcoholic beverages on the subject premises is expressly prohibited.”

- IV. Concession contracts which permit the sale of alcoholic beverages shall contain standard language reserving to the director of the Idaho Department of Parks and Recreation the power to impose reasonable park regulations on such sale or consumption not in conflict with the rules and laws of the State of Idaho as administered by the Alcohol Beverage Control Division of Idaho State Police ~~Liquor Law Enforcement Commission~~ with respect to the condition and location of such sales.
- V. Advertising of the sale of alcoholic beverages shall be permitted only as directed and approved by the department.
- VI. Existing concession contracts authorizing the sale of alcoholic beverages shall not be affected by the foregoing, except upon renewal of the lease.
- VII. The sale of alcoholic beverages shall not create management problems or negatively impact the park visitor experience.
- VIII. The board reserves the right to act on all requests for sale of alcoholic beverages in state parks.

The board recognizes that the sale, manufacture, and possession of alcoholic beverages and the issuance of licenses to sell such beverages are regulated by law. This policy in no way seeks to interfere with implementation of the Code or the policies and regulations of other state agencies.

**LEG. 7:98 LEASES, COTTAGE SITE** – The department will handle routine lease assignments without asking for board approval.

**LEG. 7(A):98 VACANT LOTS** – The board will not allow vacant lots to be re-leased or transferred to new owners.

**LEG. 7(b):98 NEW BUILDINGS** – No new buildings may be constructed on existing cottage site leases in Heyburn State Park, nor will any more leases be let in Heyburn State Park. All existing leased sites will be required to hook up to the Heyburn water and sewer system as it becomes available.

**LEG. 8:75 LEASES, GRAZING** – Grazing is not encouraged in state park areas. However, when it is determined that grazing would be advantageous, no detriment to the park environment or enjoyment of the people, and in conformance with the master plan,

grazing leases may be let after public bid procedure has been held. This does not affect leases entered into prior to the adoption of this policy on July 21, 1975.



**PER. 1:91 EMPLOYEE TRAINING** – It is the desire of the Idaho Park and Recreation Board that employees be permitted and encouraged to attend training sessions and conferences that will benefit the department and the employee. Training sessions may be instigated and conducted by the department and/or tuition, travel, and per diem may be paid by the department to attend training sessions and conferences. Approval of the director or designee must be obtained prior to attendance.

## **PER 2:01 BOARD MEMBER ORIENTATION/TRAINING/EDUCATION**

### **I. General:**

- A. It is the responsibility of the members of the Idaho Park and Recreation Board to remain up-to-date on pertinent parks and outdoor recreation management initiatives and concerns. This may be accomplished, in part, through participating in in-state and/or out-of-state training sessions, conferences, or seminars.
- B. Board members should consult with the chairman of the board prior to making arrangements to attend a training session and with the director to ensure that funds are available to support participation in training activities.
- C. In order to focus attention upon the Board's training needs, the chairperson will appoint one member of the board to be a training coordinator. The term of the board training coordinator shall coincide with the term of the chair. The training coordinator will solicit training needs from board members and work with the chairperson and director in assuring those needs are met. This will include identifying topics the board would like to see addressed by staff during informal working sessions, or guest presenters invited to speak to the board on issues of concern or interest to the board. The training coordinator will have primary responsibility for identifying training opportunities for board members and bringing them to the attention of appropriate board members. The director and other board members will endeavor to inform the training coordinator of training opportunities.
- D. It will be the board member's responsibility to coordinate and share the information gained during the training session with other board members, the director, and appropriate staff. This may be accomplished through written communication or through a specifically scheduled work session of the board.

### **II. Orientation of New Board Members:**

- A. Orientation of new board members will be initiated by providing each new member with the *BOARD OF DIRECTORS' MANUAL*, which includes basic information in the following areas:

1. **Legal Provisions**

List of current board members/map of districts they represent  
Enabling legislation  
Program legislation affecting this agency  
IDAPA rules and regulations

2. **Operating Procedures**

Rules of Order (how the Board operates during meetings)  
State/Department Travel policies and procedures  
State Park Classification system adopted by the Board in 1973, and revised in 1999.  
Procedures for Identifying and Evaluating New Areas

3. **Departmental Organization**

History of the agency  
History/explanation of each bureau's goals and its respective program goals  
Organizational structure  
Names and positions of staff  
Current staffing level (full time and seasonal employees)  
Description and status of facilities and park areas

4. **Fiscal Management**

Financial structure and budget development  
Current fiscal year budget  
Description of funding sources

5. **Goals and Plans**

Boards goals  
Strategic Plan  
Brief description of each of the current plans (master plans, SCORP, etc.)

- B. Information in the *BOARD OF DIRECTORS' MANUAL* will be periodically updated as the need arises. It is the responsibility of the director to ensure that information in the *BOARD OF DIRECTORS' MANUAL* is current.
- C. In addition to the *BOARD OF DIRECTORS' MANUAL*, new board members will be provided with an in-person orientation by appropriate staff at the earliest convenience of all parties.
- D. Inspection tours to see parks and program facilities are usually scheduled in conjunction with out-of-town board meetings. Two of the four quarterly board meetings are normally out-of-town board meetings.

- E. The director ~~and/or deputy director~~ will be responsible for arranging on-site tours or meetings at state parks and recreation areas. These tours or meetings may entail guided tours or meetings with park staff or local sponsors of various grant projects.

III. **Association Membership** – The following meetings and/or conferences would be particularly beneficial to all board members:

- A. **Idaho Recreation and Park Association (IRPA):** Membership in IRPA includes individuals from various park and recreation disciplines, including county, city, state, and federal government, equipment vendors, and some private suppliers of tourism-related services and facilities.

~~Membership dues are paid by the Department. An annual conference is held in conjunction with the Governor's Conference on Recreation and Tourism. Notification of the conference will be sent to board members well in advance of the event.~~

- B. **National Park and Recreation Association (NRPA):** ~~Membership in NRPA is paid by the Department.~~ Board members are members of the Commissioner-Board member (C-BM) branch of NRPA. The *Parks and Recreation Magazine* is a publication sent to each board member on a monthly basis as a member of NRPA. The NRPA Congress is held annually throughout the nation; the agenda and other pertinent information will be published in *Parks and Recreation Magazine* well in advance of the Congress.

- C. **Governor's Conference on Recreation and Tourism (GCORT):** This conference is jointly sponsored by the Idaho Department of Parks and Recreation, the Department of Commerce (Tourism Division), and the IRPA. The programs and participants represent all private and public sector tourism issues. Notice of this Conference will be sent to board members well in advance of the Conference.

- D. **Idaho Parks and Recreation Department Annual Conference:** An IDPR Annual Conference is held each year in Boise. Board members are encouraged to attend any or all of the IDPR Annual Conference. The Department's Annual Awards banquet is an evening function held on one of the Conference dates. Notification will be sent to the board members well in advance of the IDPR Conference.

Board members are encouraged to suggest particular topics they would like to see covered that would be beneficial to staff and board members.

**PER. 3:98 EMPLOYEE LAW ENFORCEMENT TRAINING** – Park managers, assistant managers, and selected rangers shall attend the ~~Law Enforcement Academy~~ Training Academy sponsored by ~~the Department of Law Enforcement and the~~ Idaho Department of Parks and Recreation as often as deemed necessary by the director.

Upon graduation from the academy, they may be ~~deputized~~ commissioned by the director ~~of the Department of Law Enforcement w~~ with the authority to issue citations within state parks, ~~or land owned or managed by the Department. and with the approval of the respective sheriffs, other department administered programs, such as: Park 'N' Ski areas, snowmobile projects, and other program-related project areas outside state park boundaries.~~ State Park employees are not policemen and shall not carry firearms on their person or in state vehicles for the purpose of enforcement of rules and regulations.

**PER. 4:91 EMPLOYEE HOUSING WITHIN STATE PARKS** – Where appropriate housing is provided for a park manager within a park, ~~he or she should~~ The park manager, or designee, shall live in that house, and shall respond when requested in case of emergencies within ~~his or her~~ the assigned park.

By living, it is meant that the house shall be his or her permanent residence and mailing address. Any exception to this policy must be in writing from the director.

When additional housing is made available within a park, the priority for that housing shall be determined ~~park by park, based on need~~ by the Region Manager in conjunction with the Operations Administrator.

Managers or employees living in state parks ~~for the benefit of those parks~~ who are specifically designated as the primary respondent for emergency situations will have an adjusted rental fee, ~~recognizing the inconvenience of always being on call, and living in the "public eye."~~ This is to recognize the inconvenience of being available to the public when at home during non-work hours. Other park personnel will be charged a rental fee priced low, but competitive with similar housing outside the park.

Those employees using trailer space shall be charged a rental fee priced low, but competitive with privately owned trailer space. Trailers shall be allowed in the parks only when an appropriate housing site is unavailable. In all cases, the employee will be required to pay or reimburse the department for applicable utilities.

# **ATTACHMENT #8**

Vessel Leaseholder	Vessel Description	LEASED UNIT VALUES	50% Lease Buyout Value
ADAMS S.O.	1991 19' Almar deep vee Motorboat	\$5,420.00	\$2,710.00
BEAR LAKE S.P.	1997 17' Boston Whaler	\$8,920.00	\$4,460.00
BENEWAH S.O.	1991 19' Almar deep vee Motorboat	\$5,420.00	\$2,710.00
HEYBURN S.P.	1992 17' Almar Sounder bowrider	\$2,100.00	\$1,050.00
	1997 Honda outboard motor	\$3,179.00	\$1,589.50
BINGHAM S.O.	1989 20' Duckworth Silverwing Motorboat	\$10,000.00	\$5,000.00
	1987 20' Bayliner Cuddy Motorboat	\$3,500.00	\$1,750.00
BLAINE S.O.	1996 19' Almar Sounder I/O Motorboat	\$8,000.00	\$4,000.00
BOISE S.O.	1999 Dodge Ram Dakota 4X4	\$8,255.00	\$4,127.50
	2000 Mercury outboard motor	\$3,340.00	\$1,670.00
	2000 Mercury outboard motor	\$3,340.00	\$1,670.00
BONNEVILLE P&R	1992 22' Custom Weld I/O Motorboat	\$15,500.00	\$7,750.00
	1992 26' Thunder Jet pontoon boat	\$4,000.00	\$2,000.00
	Johnson 88 outboard motor	\$1,800.00	\$900.00
	Johnson 20 outboard motor	\$300.00	\$150.00
BONNEVILLE S.O.	1989 21' Almar I/O Motorboat	\$4,465.00	\$2,232.50
CANYON S.O.	1992 Custom Weld inboard motorboat	\$13,000.00	\$6,500.00
CUSTER S.O.	1989 20' Duckworth Silverwing Motorboat	\$10,000.00	\$5,000.00
ELMORE S.O.	1995 19' Almar Sounder I/O Motorboat	\$7,460.00	\$3,730.00
FREMONT S.O.	1992 19' Almar Sounder	\$3,525.00	\$1,762.50
JEFFERSON S.O.	1990 19' Almar Jetline Motorboat	\$5,050.00	\$2,525.00
KOOTENAI S.O.	1989 21' Almar Sounder short cabin	\$5,880.00	\$2,940.00
	1990 21 Almar Sounder Cuddy	\$5,500.00	\$2,750.00
ONEIDA S.O.	1993 19' Alumaweld Motorboat	\$3,500.00	\$1,750.00
TOTAL		\$141,454.00	\$70,727.00

# **ATTACHMENT #9**

**IDAPA 26**  
**TITLE 01**  
**Chapter 10**

**26.01.10 – RULES GOVERNING THE ADMINISTRATION OF TEMPORARY PERMITS ON  
LANDS OWNED BY THE IDAHO DEPARTMENT OF PARKS AND RECREATION**

**000. LEGAL AUTHORITY.**

These rules set forth procedures concerning the issuance of temporary permits on all lands owned by the Idaho Department of Parks and Recreation. Requests for permits on lands administered, but not owned by IDPR must be made directly to the land owner. These rules are promulgated pursuant to Idaho Code Section 67-4223(a) and shall be construed in a manner consistent with the duties and responsibilities of the Idaho Park and Recreation Board as set forth in Idaho Code Title 67, Chapter 42. These rules shall not be construed as affecting any valid existing rights. (7-1-93)

**001. – 002. (RESERVED).**

**003. APPEALS.**

A person aggrieved by a decision of the Director under these rules may submit a written request to appear before the Board pursuant to IDAPA 26.01.01.250, "Rules of Administrative Procedure of the Idaho Park and Recreation Board," but must do so within thirty (30) days after receipt of written notice of the Director's decision. Decisions to grant or deny a temporary permit are within the absolute discretion of the Board, and no appeal may be taken therefrom. (7-1-93)

**004. – 009. (RESERVED).**

**010. DEFINITIONS.**

**01. Board.** The Idaho Park and Recreation Board or such representative as may be designated by the board. (7-1-93)

**02. Department and IDPR.** The Idaho Department of Parks and Recreation. (7-1-93)

**03. Director.** The Director of the Idaho Department of Parks and Recreation or such representative as may be designated by the Director. (7-1-93)

**04. Grantee.** The party to whom a temporary permit is granted and their assigns and successors in interest. (7-1-93)

**05. Grantor.** The State of Idaho and its assigns and successors in interest. (7-1-93)

**06. Park Manager.** The person responsible for administering and supervising a specific state park area, or department owned land not yet a state park, as designated by the Director of Parks and Recreation.

**07. Person.** An individual, partnership, association, or corporation qualified to do business in the state of Idaho, and any federal, state, county or local unit of government.

**08. Temporary Permit.** An instrument authorizing a temporary use of IDPR owned land for the construction, operation and maintenance of specific typically linear elements including but not limited to power and telephone lines, roadways, driveways, sewer lines, natural gas lines and water lines. (7-1-93)



011. – 049. (RESERVED)

50. POLICY.

01. **Issuing Authority.** Temporary permits are issued by the Director in lieu of easements, and shall be required for all activities on or over IDPR owned land. (7-1-93)
02. **Discretion.** The Board retains absolute discretion to grant or withhold a temporary permit on land which it owns. (7-1-93)
03. **Consent Required.** Temporary permits, their amendment, renewal and assignment and all subsequent actions are not valid without the written consent of the Director. (7-1-93)
04. **Modifications.** Temporary permits and subsequent modifications, assignments and renewals require a formal application, and payment of a processing fee to reimburse the agency for staff time devoted to processing of the request. (7-1-93)
05. **Purpose Compatible.** The purpose for which the temporary permit is sought must not interfere with the existing or anticipated values, objectives, or operation of department owned lands. (7-1-93)
06. **Compensation.** An appropriate compensation for use of department-owned lands, as set out in Section 150 of this chapter, shall be paid to the IDPR in cash or in the form of offsetting benefits to be determined by the Director. (7-1-93)
07. **Control.** At all times the control of gates, roads and park lands shall be retained by the State. The permit shall be for the Grantee's use only, shall be issued for a specific period of time, not to exceed ten (10) years, but usually five (5) years or less, and shall automatically expire if not used for a period of one (1) year.

051.- 099. (RESERVED)

100. PROCESSING FEES.

01. **Issuance Or Modification.** The processing fee for a new temporary permit, or modification of an existing temporary permit, is ~~one two-hundred dollars (\$100 \$200)~~, which must be received from all applicants before processing can proceed. The processing fees are designated to offset processing costs and are nonrefundable. (7-1-93)
02. **Assignment Or Renewal.** The processing fee for assignment or renewal of an existing temporary permit is ~~twenty-five~~ fifty dollars (~~\$25~~ \$50), and must be received before processing can proceed. The processing fees are designed to offset processing costs and are nonrefundable. (7-1-93)

101. – 149. (RESERVED)

150. COMPENSATION

01. **Payment In Advance.** Cash compensation for the entire term of the temporary permit shall be collected from the applicant prior to issuance. (7-1-93)

---

IDAHO ADMINISTRATIVE CODE  
Department of Parks and Recreation

IDAPA 26.01.10 – Administration of Temporary  
Permits on Lands Owned by the Dept. of Parks  
and Recreation

---

02. **Cost Per Acre.** Cash compensation for a temporary permit shall be charged at a rate of ~~fifty~~ one-hundred dollars (~~\$50~~) (\$100) per acre of IDPR land utilized per year or any portion thereof, and shall be specified in the temporary permit. Temporary permits of less than one (1) year in duration will not be prorated.  
(7-1-93)
03. **Noncash Compensation.** Offsetting (non-cash) compensation for a temporary permit may be approved on an individual basis by the Director, and the terms of the agreement shall be outlined in the temporary permit.  
(7-1-93)
04. **Nonrefundable.** Compensation to IDPR for a temporary permit is non-refundable, except as set out in Subsection 200.08 of this chapter.  
(7-1-93)
151. – 199. (RESERVED)
200. **STANDARD CONDITIONS.**  
All temporary permits issued shall be subject to the following standard conditions:
01. **Term Limited.** The use and term of a temporary permit is limited solely to that specifically stated in the instrument.  
(7-1-93)
02. **Utilities.** Except under special circumstances with approval of the Director, all utilities shall be installed underground.  
(7-1-93)
03. **Construction, Operation And Maintenance.** The Grantee shall construct, maintain and operate at Grantee's sole expense the facility for which the temporary permit is granted, and maintain the permit site in a condition satisfactory to the Park Manager.
04. **Compliance With Laws.** The Grantee will comply with all applicable state and local laws, rules, and ordinances, including but not limited to: State fire laws and all rules of the State Land Board pertaining to forest and watershed protection, and with the Stream Channel Protection Act as designated in Chapter 38, Title 42 of the Idaho Code. (7-1-93)
05. **Wetlands.** The Grantee will comply with all State and Federal statutes, rules, and regulations pertaining to wetlands protection.  
(7-1-93)
06. **Land And Water Conservation Fund.** Temporary permits on land located within Land and Water Conservation Fund 6(f) boundaries, their amendment, renewal, assignment and all subsequent actions shall be subject to the terms and the requirements of the Land and Water Conservation Fund Act of 1965 (P.L. 88-578, 16 U.S.C.S. Section 4601-4 et seq.)  
(7-1-93)
07. **Hold Harmless.** The Grantee, its agents and contractors shall indemnify and hold harmless the Department, the State of Idaho and its representatives against and from any and all demands, claims or liabilities of every nature whatsoever, arising directly or indirectly from or in any way connected with the use authorized under the temporary permit.  
(7-1-93)

---

**IDAHO ADMINISTRATIVE CODE**  
**Department of Parks and Recreation**

---

**IDAPA 26.01.10 – Administration of Temporary**  
**Permits on Lands Owned by the Dept. of Parks**  
**and Recreation**

---

- 08. Withdrawal For Park Use.** Should the land be needed for park development or recreation use, the Director reserves the right to order the change of location or the removal of any structure(s) or facility(ies) authorized by a temporary permit at any time. Any such change or removal will be made at the sole expense of the Grantee, its successors or assigns. When a temporary permit is terminated prior to its stated expiration date pursuant to this provision, the grantee will receive a pro-rata refund of compensation paid.  
(7-1-93)
- 09. Permits Not Exclusive.** The temporary permit is not exclusive to the Grantee, and shall not prohibit the Department from granting other permits or franchise rights of like or other nature to other public or private entities, nor shall it prevent the Department from using or constructing roads and structures over or near the lands encompassed by the temporary permit, or affect the Department's right to full supervision or control over any or all lands which are part of the temporary permit.  
(7-1-93)
- 10. Cancellation.** The Director may cancel the temporary permit or amend any of the conditions of the temporary permit if the Grantee fails to comply with any or all of the provisions, or requirements set forth or through willful or unreasonable neglect, fails to heed or comply with notices given.  
(7-1-93)
- 11. Removal Of Facilities.** Upon termination of the temporary permit for any reason including cancellation, expiration, or relinquishment, the Grantee shall have thirty (30) days from the date of the termination to remove any facilities and improvements constructed by the Grantee, and shall restore the permit site to the satisfaction of the Park Manager. Upon written request, and for good cause shown, the Director may allow a reasonable additional time for the removal of improvements and facilities and the restoration of the site.  
(7-1-93)

**201. – 249. (RESERVED)**

**250. SPECIAL CONDITIONS.**

Special conditions addressing unique situations may be included in the temporary permit to protect natural or park resources, or to safeguard public health, safety or welfare.  
(7-1-93)

**251. – 299. (RESERVED)**

**300. APPLICATION PROCEDURE.**

- 01. Contents Of Application.** A temporary permit application shall contain: (7-1-93)
- a. A Temporary Permit Application/Action form; (7-1-93)
- b. A plat of the proposed permit location; (7-1-93)
- c. The appropriate application fee; (7-1-93)

---

**IDAHO ADMINISTRATIVE CODE**  
**Department of Parks and Recreation**

---

**IDAPA 26.01.10 – Administration of Temporary**  
**Permits on Lands Owned by the Dept. of Parks**  
**and Recreation**

---

d. An acceptable written legal description based on a survey of the centerline, or metes and bounds survey of the temporary permit tract. The department reserves the right to require a survey shall be performed by a Registered Professional Land Surveyor as required by Idaho Code Section 54-1229.  
(7-1-93)

**02. Engineering Certification.** As required in section 58-601, Idaho Code, for any application for a ditch, canal or reservoir, the plats and field notes shall be certified by the engineer under whose direction such surveys or plans were made and four (4) copies filed with the Department and one (1) copy with the Director, Idaho Department of Water Resources.  
(7-1-93)

**03. Application Submission.** Temporary permit applications shall be submitted to the Park Manager of the park in which the permit is requested. The Park Manager will forward it for processing as outlined in Section 800. of this chapter.  
(7-1-93)

**301. – 349. (RESERVED)**

**350. MODIFICATION OF EXISTING TEMPORARY PERMIT.**

A modification of an existing temporary permit shall be processed in the same manner as a new application. Modification includes change of use, enlarging the permit area, or changing the location of the permit area. Modification does not include ordinary maintenance, repair, or replacement of existing facilities.  
(7-1-93)

**351. – 399. (RESERVED)**

**400. ASSIGNMENT.**

Temporary Permits issued by the Director cannot be assigned without the approval of the Director. To request approval of an assignment, the Assignor and assignee shall complete the Department's standard Temporary Permit Application/Action form and forward it and the assignment fee to the Park Manager, for processing as outlined in Section 800 of this chapter.  
(7-1-93)

**401. – 449. (RESERVED)**

**450. RENEWAL.**

Renewal of temporary permits may be sought by completing a Temporary Permit Application/Action form and forwarding it together with the renewal fee to the Park Manager for processing as outlined in Section 800 of this chapter. Renewal applications must be submitted at least forty-five (45) days prior to the expiration date of the temporary permit.  
(7-1-93)

**451. – 499. (RESERVED)**

**500. ABANDONMENT.**

A Temporary Permit not used for the purpose for which it was granted for a period of one (1) year is presumed abandoned and shall automatically terminate. The Director shall notify the Grantee in writing of the termination. The Grantee shall have thirty (30) days from the date of the written notice to reply in writing to the Director to show cause why the Temporary Permit should be reinstated. Within thirty (30) days of receipt of the statement to show cause, the Director shall notify the Grantee in writing as to the Director's decision to request to appear before the board as outlined in Section 003 of this chapter. Removal of property from and restoration of the site is governed by Subsection 200.11 of this chapter.

---

**IDAHO ADMINISTRATIVE CODE**  
**Department of Parks and Recreation**
**IDAPA 26.01.10 – Administration of Temporary**  
**Permits on Lands Owned by the Dept. of Parks**  
**and Recreation**


---

**501. – 549. (RESERVED)**

**550. RELINQUISHMENT.**

The Grantee may voluntarily relinquish a temporary permit any time by submitting a Temporary Permit Application/Action form to the Park Manager. Upon relinquishment, removal of property from and restoration of the site is governed by Subsection 200.11 of this chapter. (7-1-93)

**551. – 599. (RESERVED)**

**600. EXPIRATION.**

Upon the expiration, and absent a request for renewal of the temporary permit, removal of property from and restoration of the site is governed by Subsection 200.11 of this chapter. (7-1-93)

**601. – 649. (RESERVED)**

**650. CANCELLATION.**

The Director may cancel a temporary permit if the Grantee fails to comply with any of all of its provisions, terms, conditions, or rules; or through willful of unreasonable neglect, fails to heed or comply with notices given. (7-1-93)

**651. – 699. (RESERVED)**

**700. ENFORCEMENT.**

Should it become necessary to enforce the terms of a temporary permit in a court of law and the Grantor prevails, the Grantee shall pay all costs and fees.

**701. – 749. (RESERVED)**

**750. ADMINISTRATION.**

**01. Bureau Responsible.** The IDPR Development Bureau shall be responsible for uniform statewide administration of all IDPR temporary permits. (7-3-93)

**02. Disposition of Fees.** All processing and compensation fees collected from applicants shall be sent to the finance section for deposit into the appropriate account. (7-1-93)

**03. Status Report.** The IDPR Development Bureau shall maintain an up-to-date status report on all temporary permits issued. (7-1-93)

**751. – 799. (RESERVED)**

**800. PROCESSING.**

**01. Receipt Of Application.** Upon receipt of a properly filled Temporary Permit Application/Action form and the appropriate application fee, the Park Manager shall review the application and forward it, together with his comments, to the Region Supervisor. The Region Supervisor shall review the application and forward his comments along with the Temporary Permit/Action package, to the Chief, Development Bureau IDPR for processing.

---

**IDAHO ADMINISTRATIVE CODE**  
**Department of Parks and Recreation**

**IDAPA 26.01.10 – Administration of Temporary**  
**Permits on Lands Owned by the Dept. of Parks**  
**and Recreation**

---

**02. Time.** Processing of Temporary Permit Application/Action Forms shall not exceed one hundred twenty (120) days from the date of the acceptance of a complete application by the Park Manager. Applications not acted on within one hundred twenty (120) days are deemed denied. (7-1-93)

**03. Notification.** All applicants shall be notified in writing, by the development bureau chief, of the approval of their application. (7-1-93)

**801. – 999. (RESERVED).**